Date

To

Recipient Name

Title

Dear John,

I had sent you the complete application enclosed in a white packet on Monday afternoon. I was sure that the packet will be delivered at your address on Tuesday but unfortunately, I did not get any news of the packet being delivered to you or not. I was getting worried about it. Please intimate me as soon as you get the packet delivered. I will be waiting for your answer. Thank you for your co-operation.

Regards,

Smith Will.

Title