

Order Fulfillment Issue

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention an issue we have encountered regarding our recent order, **Order Number: [Insert Order Number]**, placed on **[Insert Order Date]**. Unfortunately, we have not yet received the items as per the scheduled delivery date.

Details of the order:

- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]
- Expected Delivery Date: [Insert Date]

Given the circumstances, we kindly request an update on the status of our order fulfillment. It is important for us to receive these items promptly to avoid disruptions in our operations.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]

[Your Email Address]