

Inquiry About Misplaced Package

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To Whom It May Concern,

I am writing to inquire about a package that was to be delivered to my address on [Delivery Date]. According to the tracking information, it seems to be misplaced.

The details of the package are as follows:

- Tracking Number: [Tracking Number]
- Order Number: [Order Number]
- Description of Package: [Description]

Could you please provide me with an update on the status of my package? I appreciate your assistance in resolving this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]