

# Request for Assistance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance regarding an order that appears to have been misplaced. I placed an order on [Insert Order Date] with the order number [Insert Order Number] but have yet to receive the shipment.

If you could kindly look into this matter and provide any updates or guidance on how to proceed, I would greatly appreciate it. I am eager to resolve this issue as soon as possible.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]