

# Order Fulfillment Progress Follow-Up

Dear [Customer's Name],

I hope this message finds you well. I am reaching out to provide you with an update on your recent order, #[Order Number], placed on [Order Date].

As of today, we have made the following progress on your order:

- Order Confirmed: [Date]
- Items Picked: [Date]
- Currently Processing: [Estimated Date]
- Shipment Estimated: [Expected Shipping Date]

We are committed to keeping you informed every step of the way. If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your patience and understanding.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]