

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on our recent order for critical spare parts placed on [Order Date], with the order number [Order Number]. Given the urgency of these parts for our operations, we would appreciate an update on the current status of our order.

Could you please provide us with an estimated delivery date? If there are any issues or delays, we would like to discuss potential solutions to ensure that we can maintain our operational efficiency.

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

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Phone Number]  
[Your Email]