

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent order for packaging support services placed on [Order Date]. As we have not yet received a confirmation or update regarding this order, I wanted to check in.

We are eager to proceed and appreciate your assistance in expediting this process. If there are any issues or additional information required from our side, please let us know.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]