

Follow-Up on Medical Supply Delivery

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 follow up on the delivery of the medical supplies we ordered on [Insert Order Date], with an expected delivery date of [Insert Expected Delivery Date]. Unfortunately, we have yet to receive the shipment, and this delay is impacting our operations.

Could you please provide an update on the status of the delivery? We are eager to resolve this issue as soon as possible to ensure continuity in our services.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]