

# **Inquiry Regarding Delayed Medical Supply Shipment**

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of our medical supply shipment originally scheduled for delivery on [insert delivery date].

As you know, these supplies are essential for our ongoing operations, and the delay has begun to impact our ability to provide care to our patients. We would appreciate any updates you can provide regarding the shipment's current status and the anticipated delivery date.

If there are any issues or information needed from our end to expedite this process, please let us know. We value our partnership and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]