

Inquiry Regarding Lost Shipment Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company 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 my shipment that was scheduled for delivery on [insert delivery date]. Unfortunately, I have not received the package, and it appears to be lost.

The shipment details are as follows:

- Order Number: [Insert Order Number]
- Tracking Number: [Insert Tracking Number]
- Shipment Date: [Insert Shipment Date]

I would appreciate any information you can provide regarding the whereabouts of my shipment and the steps being taken to resolve this issue. Thank you for your assistance in this matter.

Sincerely,

[Your Name]