

Follow-Up on Incomplete Shipping Paperwork

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the shipping paperwork for [Order/Shipment Number] that we discussed on [Date]. As of today, we have not yet received the complete documentation necessary to proceed with the shipment.

To ensure that we meet our timelines and avoid any delays, could you please provide the outstanding documents at your earliest convenience? We appreciate your prompt attention to this matter.

If you have already sent the paperwork, please disregard this message. Otherwise, I look forward to hearing from you soon.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]