

Date: [Insert Date]

To: [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 shipping documents related to our recent order #[Insert Order Number], which was scheduled for delivery on [Insert Delivery Date].

As of today, we have not received the necessary shipping documents, and we are concerned that this may cause delays in processing our shipment. We would appreciate your assistance in locating these documents and providing us with an update on their status.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]