

Update Request for Pending Shipping Documentation

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 request an update regarding the pending shipping documentation for our order [Order Number]. Our team is eager to proceed with the next steps but is currently awaiting the necessary documents.

Could you please provide us with the status of the documentation? If there are any issues or additional information required from our side, do not hesitate to let us know.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]