

Shipping Log Inquiry

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the shipping logs for our recent shipments. We are conducting a review of our shipping procedures and would appreciate your assistance in providing the following details:

- Shipping dates and tracking numbers for the last three months
- Any delays or issues encountered during transit
- Confirmation of received shipments

Your prompt response will be greatly appreciated as it will help us to streamline our logistics operations. If you require any additional information or documentation from our end, please do not hesitate to ask.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]