

Follow-Up on Order #12345

Dear [Vendor's Name],

I hope this message finds you well. I am writing to follow up on my recent order placed on [Order Date] with order number **12345**.

As of today, I have not yet received the order, and I wanted to inquire about its status. Could you please provide an update on the shipping process and when I might expect to receive it?

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Company Name, if applicable]