

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Inquiry Regarding Missing Shipment**

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about a shipment that was scheduled for delivery on [Delivery Date] but has not yet arrived. The tracking number for this shipment is [Tracking Number].

According to the tracking information, it appears that the package was last scanned on [Last Scanned Date] at [Location]. Since then, there have been no updates on its status.

I would appreciate your assistance in locating this shipment and providing any updates you may have. If additional information is required from my side, please do not hesitate to ask.

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

Sincerely,

[Your Name]