

Shipping Confirmation Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the shipping confirmation for your recent order #[Order Number], placed on [Order Date].

As per our records, the shipment was scheduled for delivery on [Expected Delivery Date]. We want to ensure that you have received your items and that everything is to your satisfaction.

If you have not yet received your order or if there are any issues, please do not hesitate to reach out. Your satisfaction is our top priority.

Thank you for choosing [Your Company Name]. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]