

Request for Updated Shipping Information

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request updated shipping information regarding our recent order #[Insert Order Number]. Due to unforeseen circumstances, we would like to ensure that all shipping details are current for a smooth delivery process.

If available, please provide us with:

- Current shipping address
- Estimated delivery date
- Tracking information

Your assistance in this matter would be greatly appreciated. If there are any issues or further information needed, do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]