

# **Inquiry Regarding Vendor Delivery Schedule Updates**

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Vendor Name]  
[Vendor Company]  
[Vendor Address]  
[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to inquire about the current status of our delivery schedule for [specific products or services] that we ordered on [order date]. As we are in the process of planning our production schedule, it would be greatly appreciated if you could provide us with an update regarding the estimated delivery times.

If there have been any changes or delays in the schedule, please let us know as soon as possible to help us mitigate any potential impacts on our operations.

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

Sincerely,  
[Your Name]  
[Your Position]