

Vendor Shipping Confirmation Request

Dear [Vendor's Name],

We hope this message finds you well. We are writing to request confirmation of the shipping details for our recent order, [Order Number], placed on [Order Date].

Please provide the following information:

- Expected shipping date
- Tracking number (if available)
- Shipping carrier information

It is crucial for us to have this information to ensure timely receipt and processing of our order. We appreciate your prompt attention to this request.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]