

Dear [Supplier's Name],

I hope this message finds you well. We are reaching out to request an updated timeline for the delivery of our recent order, reference number [Order Number]. As we are in the process of finalizing our project schedules, it is crucial for us to understand the expected delivery dates.

Could you please provide us with the updated timeline at your earliest convenience? Your prompt response will greatly assist us in planning our operations effectively.

Thank you for your attention to this matter. We look forward to your timely response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]