

Update Request for Supplier Delivery Commitments

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

Subject: Request for Update on Delivery Commitments

Dear [Supplier's Contact Name],

I hope this message finds you well. I am writing to request an update regarding our current delivery commitments. As we approach the deadlines for our ongoing projects, it is crucial for us to have accurate information on the status of our orders.

Could you please provide the latest updates on the expected delivery dates for the following items?

- Item 1: [Description]
- Item 2: [Description]
- Item 3: [Description]

Additionally, if there are any potential delays or issues that may affect the delivery, please let us know as soon as possible so we can make any necessary adjustments on our end.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]