

# Formal Inquiry Regarding Vendor Shipment Tracking

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

[Vendor Name]  
[Vendor Company Name]  
[Vendor Company 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 recent shipment with tracking number [Tracking Number], which was scheduled for delivery on [Expected Delivery Date]. As we have not yet received the shipment, we would appreciate any updates you can provide regarding its current location and estimated delivery date.

Understanding the status of this shipment is crucial for our operations, and we would be grateful for your prompt response to this inquiry.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]