

Subject: Request for Update on Delivery Status

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request an update on the delivery status of our recent order, placed on [Order Date], with order number [Order Number].

As our project timeline is contingent upon the timely arrival of these goods, it is essential for us to stay informed of any updates or potential delays in the delivery schedule. Your prompt response to this matter would be greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]