

Letter of Inquiry for Vendor Shipments Tracking Information

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Vendor Name]

[Vendor Contact Person]

[Vendor Company Name]

[Vendor Address]

[Vendor City, State, Zip Code]

Dear [Vendor Contact Person's Name],

I hope this message finds you well. I am writing to inquire about the tracking information for our recent shipments, specifically the order placed on [insert order date]. We would appreciate any updates you can provide regarding the current status and expected delivery times.

Understanding the shipment status is crucial for our planning and operations. If there are tracking numbers or links to the shipment details, please share those with us at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]