

Request for Vendor Shipment Tracking Number

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

I hope this message finds you well. We are writing to request the tracking number for our recent shipment of [insert item or order details] that was scheduled for delivery on [insert delivery date].

Tracking the shipment is important for us to ensure timely receipt and proper planning on our end. We would greatly appreciate it if you could provide us with the tracking number at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]