

Reminder for Shipment Tracking Information

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name/Company Name]

Subject: Reminder: Shipment Tracking Information Required

Dear [Vendor Name],

I hope this message finds you well. I am writing to kindly remind you that we are still awaiting the tracking information for our recent shipment, which was scheduled for delivery on [insert expected delivery date].

Having the tracking details would greatly assist us in managing our inventory and ensuring timely delivery to our customers.

Please provide the tracking information at your earliest convenience. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]