

Request for Confirmation of Vendor Shipment Tracking Details

Dear [Vendor's Name],

I hope this message finds you well. We are reaching out to request confirmation of the shipment tracking details for our recent order placed on [Order Date], with Order Number [Order Number].

Could you please provide us with the tracking number and the expected delivery date? This information will help us in planning for the product arrival and ensuring smooth operations on our end.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]