

# Request for Shipment Tracking Details

Dear [Vendor's Name],

I hope this message finds you well. We are reaching out to request the tracking details for our recent shipment, order number [Order Number], which was scheduled for delivery on [Delivery Date].

Having this information will greatly assist us in coordinating our internal processes and ensuring timely receipt of the goods.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]