

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Person],

I hope this message finds you well. We are writing to request confirmation of the international shipping details for our recent order, [Order Number], placed on [Order Date].

Kindly provide us with the following information at your earliest convenience:

- Shipping method and carrier
- Estimated delivery date
- Tracking number
- Any customs documentation required

Your prompt response will be greatly appreciated as we are eager to ensure a smooth delivery process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]