

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding my order [Order Number] placed on [Order Date].

I would appreciate any updates you may have regarding the status of my order, as I am eager to know when it will be shipped/arrive.

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

Best regards,

[Your Name]

[Your Contact Information]