

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Position
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up regarding the delivery of [specific item or service] that was scheduled for [delivery date]. As of today, I have not yet received an acknowledgment of the delivery.

Could you please confirm if the delivery was received? If there are any issues or if further information is needed, feel free to contact me at your earliest convenience. Your prompt response would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,
[Your Name]