

Inquiry for Shipment Proof

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the proof of shipment for order number [Order Number], which was placed on [Order Date]. As we have not yet received the confirmation of dispatch, I would appreciate it if you could provide me with the necessary documentation at your earliest convenience.

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

Sincerely,

[Your Name]