

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

Recipient's Name
Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of delivery for the [description of item(s)] that was sent on [date of shipment]. The tracking number for this shipment is [tracking number].

It is essential for our records to confirm that the item(s) have been received. If possible, please provide any relevant details regarding the delivery status at your earliest convenience.

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

Sincerely,
[Your Name]