

Inquiry About Overdue Delivery Status

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of our recent order, #[Order Number], placed on [Order Date]. As of today, we have not yet received the delivery, which was expected on [Expected Delivery Date].

Could you please provide an update on the status of this order? We are looking forward to resolving this matter promptly, as it is crucial for our operations.

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

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]