

Inquiry Regarding Extended Delivery Timelines

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent changes in the delivery timelines for our orders placed on [Insert Order Date]. As our agreements stipulate certain time frames, we have noticed that the expected delivery dates have been extended significantly.

Please provide clarification on the reasons for these delays and how we can expect this to impact our upcoming projects and commitments.

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

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]