

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

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

Dear [Recipient's Name],

I am writing to inquire about the status of an order that I placed on [Order Date] with order number [Order Number]. According to the tracking information, it was scheduled to arrive on [Expected Delivery Date], but I have not received the item yet.

I would appreciate it if you could provide me with any updates regarding the delivery status. If the item has been shipped, please send me the updated tracking information. If there are any issues with my order, please let me know how we can resolve this matter.

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

Sincerely,  
[Your Name]