

Follow-Up on Delayed Shipment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent order [Order Number], which we have not yet received. The expected delivery date was [Original Delivery Date], and we are concerned about the delay.

We appreciate your assistance in this matter and would like to know the current status of the shipment. If there are any issues, please let us know how we can help expedite the process.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]