

Subject: Follow-Up on Missing Items Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the missing items from my recent order (Order Number: [Order Number]). It has been [number of days/weeks] since I reached out, and I am eager to hear back on this matter.

As a reminder, the missing items are as follows:

- [Item 1]
- [Item 2]
- [Item 3]

Could you please provide me with an update on the status of these items? Your assistance in resolving this issue would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Contact Information]