

# Inquiry Regarding Replacement Product Shipment

[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 hope this message finds you well. I am writing to inquire about the shipment of my replacement product, which was supposed to be sent on [original shipment date]. My order number is [order number].

As of today, I have not yet received the replacement and would appreciate any updates you can provide regarding the shipping status and estimated delivery time. Please let me know if there are any additional details you require from my end.

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

Sincerely,  
[Your Name]