

Follow-Up on Purchase Order Confirmation

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on our recent purchase order **[Purchase Order Number]** placed on **[Order Date]**.

We would like to confirm that you have received our order and to inquire about the status of shipment. Please provide us with an estimated delivery date at your earliest convenience.

If you require any further information to process our order, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]