

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on our recent purchase order #[Order Number] placed on [Order Date]. As the expected delivery date of [Expected Delivery Date] is approaching, we want to confirm the status of our order.

Could you please provide us with an update regarding the shipment and estimated delivery date? Your assistance in ensuring a timely delivery would be greatly appreciated, as it is crucial for our operations.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]