

Follow-Up on Purchase Order Shipment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent purchase order, [PO Number], submitted on [Order Date]. As we have not yet received a shipping update, I wanted to check on the status of our order.

If possible, could you please provide an update regarding the shipment timeline? Our team is looking forward to receiving the items so we can proceed with our project.

Thank you for your attention to this matter. Please let me know if you need any further information from our side.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]