

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]. We are eager to know the current status of this order, as it is crucial for our upcoming projects.

Could you please provide us with an update regarding the expected delivery date and any possible delays? Your prompt response would be greatly appreciated.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]