

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update on the status of our shipment, which was originally scheduled for delivery on [original delivery date].

As of today, we have not received any shipment notifications, and given the importance of this delivery to our operations, I would greatly appreciate any information you can provide regarding the delay.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]