

Follow-Up on Missing Shipment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous communication regarding the missing shipment with tracking number [Tracking Number], which was expected to arrive on [Expected Arrival Date].

As of today, [Current Date], the shipment has not yet been delivered. This delay is causing [brief explanation of the impact of the delay, e.g., disruption to business operations, inconvenience, etc.].

I kindly request an update on the status of this shipment. Any information you could provide would be greatly appreciated, as it will help us manage our inventory and customer expectations.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]