

Delivery Schedule Request

Dear [Supplier's Name],

We hope this message finds you well. We are writing to request an updated delivery schedule for our recent orders placed on [Order Date]. As we are in the process of planning our inventory management, having a clear schedule will greatly assist us in our operational planning.

Specifically, we would appreciate it if you could provide us with the estimated delivery dates for the following items:

- Item 1: [Description]
- Item 2: [Description]
- Item 3: [Description]

Additionally, if there are any potential delays or changes that we should be aware of, please do let us know as soon as possible.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]