

## **Reminder: Pending Delivery Status**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the delivery status of our order, which was scheduled for delivery on [original delivery date]. As of today, we have yet to receive the items.

Could you please provide an update on the current status of the shipment? We appreciate your attention to this matter, as it is essential for our operations.

Thank you for your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]