

Custom Order Resolution Inquiry

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the resolution of a custom order I placed on [Order Date]. The order number is [Order Number].

Despite having received confirmation of the order, I have not yet received the items as expected. I would appreciate it if you could provide me with an update regarding the status of my order and any steps you are taking to resolve this issue.

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

Sincerely,

[Your Name]

[Your Company]

[Your Contact Information]