

Consignment Receipt Inquiry

Date: [Insert Date]

To:

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the consignment receipt for our recent shipment.

Details of the consignment are as follows:

- Consignment Number: [Insert Consignment Number]
- Date of Shipment: [Insert Shipment Date]
- Items Included: [List of Items]

We would appreciate it if you could provide us with the current status or any details regarding the receipt. If you require any further information from our side, please do not hesitate to reach out.

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]