

Inquiry Regarding Cargo Delivery

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to inquire about the delivery status of our cargo shipment, which was scheduled for delivery on [Insert Delivery Date]. The tracking number is [Insert Tracking Number].

Could you please provide an update on its current status and estimated arrival time?

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]