

Request for Package Delivery Update

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 request an update regarding the delivery status of my package with tracking number [Insert Tracking Number].

The estimated delivery date has passed, and I would appreciate any information you could provide regarding its current status or any potential delays that may have occurred.

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

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]