

# Order Reminder

Dear [Customer's Name],

We hope this message finds you well. We are writing to remind you that your order placed on [Order Date] with the order number [Order Number] has not yet been received.

If you have received your order, please disregard this message. Otherwise, we kindly ask you to check the status of the delivery with your local carrier.

We appreciate your attention to this matter and are here to assist you with any questions or concerns you may have.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]