

Supplier Delivery Schedule Inquiry

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Name],

I hope this message finds you well. We are currently in the process of planning our inventory needs and would like to inquire about the delivery schedule for our upcoming orders.

Could you please provide us with the following information:

- Estimated delivery dates for our current orders
- Any potential delays or issues we should be aware of
- Your standard delivery times and procedures

Your prompt response to this inquiry will be greatly appreciated, as it will help us ensure a smooth operation on our end.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]