

Order Status Update Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update on the status of my recent order, #[Order Number], placed on [Order Date]. I am particularly keen to know the estimated delivery date for the gift, as it is intended for a special occasion.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]