

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about a shipment that appears to be missing. The details of the shipment are as follows:

- **Order Number:** [Order Number]
- **Shipment Date:** [Shipment Date]
- **Tracking Number:** [Tracking Number]

As of today, the shipment has not yet arrived, and I would appreciate any information you can provide regarding its status. If there are any issues or delays, please let me know as soon as possible.

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

Sincerely,

[Your Name]