Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding discrepancies we have observed in the delivery schedule for our recent orders.

Specifically, we have noticed the following issues:

- Order #[Order Number] originally scheduled for delivery on [Original Date] was received on [Actual Date].
- Order #[Order Number] is currently delayed, with no update provided.

We would appreciate your prompt attention to this matter and any updates you could provide regarding the expected resolution of these discrepancies. Clear communication will help us plan accordingly and maintain our service levels.

Thank you for your understanding. I look forward to your swift response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]