

Follow-Up on Pending Delivery Schedule

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on the pending delivery scheduled for [insert date or time frame]. As we are nearing the deadline for our project, it is crucial for us to receive the materials as planned.

Please provide an update on the status of the delivery and let us know if there are any issues that we should be aware of. Your prompt response will help us ensure that our project continues smoothly.

Thank you for your attention to this matter. We look forward to your swift reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]