

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Supplier's Name]
[Supplier's Company]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to request an update on the delivery schedule for our current orders. As we are in the process of planning our inventory and production, having the most accurate delivery dates is crucial for our operations.

Please provide us with the updated delivery schedules at your earliest convenience. If there are any changes or issues that we should be aware of, do not hesitate to inform us.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company]