

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on the replacement part order we placed on [Order Date] with order number [Order Number].

As of today, we have not yet received any updates regarding the shipping status or estimated delivery time. We appreciate your prompt attention to this matter, as these parts are critical for our ongoing operations.

Please let us know the current status of our order at your earliest convenience. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]