

Duty-Free Purchase Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request the shipment tracking details for my recent duty-free purchase made on [Insert Purchase Date], with the order number [Insert Order Number].

To ensure the timely receipt of my goods, I would greatly appreciate it if you could provide me with the tracking information at your earliest convenience. This will help me monitor the shipment's status and plan accordingly for delivery.

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

Best regards,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]