

Dear [Supplier's Name],

I hope this message finds you well. I am writing to seek clarification regarding the shipment scheduled for [original shipment date] which has not yet arrived.

We were expecting the delivery of [specific items or order number], and the delay has caused some disruption in our operations. Could you please provide us with an update on the status of the shipment and the reason for the delay?

Your prompt response will be greatly appreciated as it will help us manage our inventory and customer expectations accordingly.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]