

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the recent shipment of [Product/Order Number] that was scheduled for delivery on [Original Delivery Date]. As of today, we have not yet received the shipment, and I wanted to inquire about its current status.

We understand that delays can occur, and we appreciate your efforts to communicate any updates regarding this situation. Timely delivery is crucial for our operations, and any information you can provide would be greatly appreciated.

Please let us know if there are any issues we should be aware of or if there is anything we can do to assist in expediting the process.

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

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]