

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of our recent shipment, originally scheduled for delivery on [original delivery date]. As we have not yet received the package, I would like to seek clarification on the current situation.

Order Number: [Order Number]

Tracking Number: [Tracking Number]

Understanding the reasons for the delay would be greatly appreciated, as it is impacting our operations. If you could provide any updates or a new estimated delivery date, it would be very helpful.

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

Sincerely,

[Your Name]