

Follow-Up on Urgent Supply Replenishment

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on our recent request for the replenishment of supplies that we urgently need for our operations.

It has been [number of days] since we submitted our order, and as our current stock is running low, we would appreciate an update on the status of our shipment.

Understanding the challenges in supply chains, we are hoping for a prompt response so we can continue to operate smoothly.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]