

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the overdue delivery of [Product/Service] that was initially scheduled for delivery on [Original Delivery Date]. We understand that unexpected circumstances may have contributed to this delay.

As we are reliant on the timely delivery of this product to maintain our operational schedules, we kindly request an update on the status of the delivery. It would be greatly appreciated if you could provide an estimated delivery date at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]