

Package Tracking Assistance Request

Date: [Insert Date]

To: [Support Desk Email/Address]

Dear Support Desk,

I hope this message finds you well. I am writing to request assistance with tracking a package that I ordered on [Insert Order Date]. The tracking number for this package is [Insert Tracking Number].

Unfortunately, I have not received any updates regarding the status of my shipment, and I would appreciate your help in providing information on its current whereabouts and estimated delivery time.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]