

Follow-up Inquiry Letter to Supplier Regarding Order Status

A **follow-up inquiry letter to supplier regarding order status** is a professional communication sent to request an update on the progress or delivery of a previously placed order. This letter helps maintain clear communication, ensures timely fulfillment, and addresses any potential delays or issues. A sample format typically includes a polite greeting, reference to the original order details, a request for the current status, and a courteous closing to encourage prompt response and continued business relations.

Sample Letter Format

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, Zip Code]
Subject: Follow-Up on Order Status (Order No: [Order Number])
Dear [Supplier's Name],
I hope this message finds you well.
I am writing to follow up regarding our order placed on [Order Date], with the order number [Order Number]. We greatly appreciate your services and look forward to continuing our business relationship.
As we have not yet received an update on the status of this order, we would appreciate it if you could provide us with the current status and the expected delivery date. Please let us know if there are any issues or delays.
Thank you in advance for your attention to this matter. We look forward to your prompt response.
Best regards,
[Your Name]
[Your Position]
[Your Company Name]