

Sample Inquiry Letter with Follow-Up Request for Shipment Confirmation

[Your Name]
[Your Position/Title]
[Your Company/Organization Name]
[Address Line 1]
[Address Line 2]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Company Name]
[Company Address Line 1]
[Company Address Line 2]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent order (Order No. [Order Number]) placed on [Order Date]. As per our agreement, we were expecting the shipment to be dispatched by [Expected Ship Date]. However, we have not yet received a shipment confirmation or any related tracking details.

Could you please provide an update on the status of our order? We kindly request confirmation of the shipment, including the scheduled delivery date and tracking information, if available. If there are any unforeseen delays or issues, we would appreciate being informed at your earliest convenience so we can make the necessary arrangements on our end.

Maintaining clear and prompt communication is crucial for the continuity of our business operations, and we value your cooperation in this matter. Thank you for your attention, and we look forward to your prompt response.

Best regards,
[Your Name]
[Your Position/Title]
[Your Company/Organization Name]