

Sample Inquiry Letter for Supplier Delivery Schedule

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

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Dear [Supplier's Name],

Subject: Inquiry About Delivery Schedule for Purchase Order [#XXXX]

I hope this message finds you well. I am writing to inquire about the delivery schedule for our recent order (Purchase Order No. [#XXXX]), placed on [Order Date].

To ensure smooth coordination and proper planning on our end, we kindly request that you provide us with the estimated delivery dates for the items listed in our order. If there are any expected delays or possible adjustments to the originally proposed timeline, please let us know as soon as possible.

We would appreciate it if you could confirm the shipment details, including expected arrival dates, shipping method, and relevant tracking information. This information is crucial for us to maintain our production schedule and fulfill our commitments to our customers.

Please feel free to contact me at [Your Email Address] or [Your Phone Number] should you need any further information or clarification.

Thank you for your attention to this matter. We look forward to your prompt response and to continuing our successful business partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]