

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

[Recipient's Name]  
[Recipient's Position, if known]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Inquiry Regarding Delivery Status of Order #[Order Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to politely inquire about the status of my recent order, placed on [Order Date], with the reference number #[Order Number]. As of today, I have not yet received an update regarding the expected delivery date.

I would appreciate it if you could provide me with any information regarding the current progress of my shipment. If there are any delays or issues, kindly let me know so that I can make any necessary arrangements on my end.

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

Sincerely,  
[Your Name]