

Formal Follow-Up Order Letter

Subject: Request for Status Update on Order #12345

Dear [Supplier Name],

I am writing to formally follow up on order #12345 placed on [Order Date]. As the expected delivery date has passed, I kindly request a detailed update on the status of this shipment.

Your prompt response will be greatly appreciated as it affects our planning and operations.

Sincerely,

[Your Name]

[Position]

[Company Name]

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