

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to follow up on my recent order placed on [Order Date] with the order number [Order Number]. I would like to inquire about the delivery status associated with this order.

Could you please provide me with the delivery tracking number and any relevant details regarding the estimated delivery date? This information would help me ensure that I am available to receive the package.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]