

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to inquire about my recent order (Order Number: [Order Number]) placed on [Order Date]. I would like to confirm the status of this order and inquire about the expected delivery date.

Please let me know if you need any further information to assist me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]