

[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 the tracking number associated with my recent order [Order Number] placed on [Order Date]. I would like to know the current status of my shipment and any estimated delivery dates available.

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

Best regards,

[Your Name]