

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to inquire about the status of our recent purchase order,
[Order Number], placed on [Order Date]. We are eager to receive an update
regarding the expected delivery date and any other relevant details.

We appreciate your assistance in this matter and thank you in advance for
your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Company]