

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Follow-Up on Purchase Order [PO Number]

I hope this message finds you well. We are writing to follow up on our recent purchase order dated [Order Date] for [Description of Goods/Services].

As of today, we have not yet received confirmation of shipment or delivery details. We kindly request an update on the status of our order to help us plan accordingly.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]