

[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 delivery status of the oxygen tank I ordered on [Order Date], with order number [Order Number].

Given the importance of timely delivery for medical supplies, I would appreciate any updates regarding the expected shipping date and any tracking information you may have.

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

Sincerely,  
[Your Name]