

# Professional Follow-Up Order Email

Subject: Follow-Up on Order #12345

Dear [Supplier Name],

I hope this message finds you well. I am writing to follow up on our order #12345 placed on [Order Date]. We have not yet received the shipment, and I would appreciate an update on the expected delivery date.

Please confirm the status of this order at your earliest convenience so that we can plan accordingly.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Company Name]

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