

Notice of Missed Shipment

Date:

To:

From

Order Number:

Dear ,

This is to inform you that the shipment scheduled for with the above order number has not been received as anticipated.

Please provide an update on the status of this shipment and advise on the expected delivery date.

If you have already shipped the order, please share the tracking information at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,