

Dear Sir/Madam,

Greetings fo the Day.

I'm sorry to say that we've been experiencing some delays in receiving our shipments from you. Our last order was supposed to arrive on [date], but we still haven't received it.

I understand that things happen and there can be delays beyond your control, but I wanted to let you know that this is causing some problems for us. We're starting to fall behind on our production schedule, and it's costing us money.

I hope you can do something to speed up our shipments. We really appreciate your business, and we don't want to have to look elsewhere for our supplies.

Thank you,

[Your name]

[Designation]

[Company Name]