

To : xyz@gmail.com

Subject: Request for an Update on My Order

Hi Mr. Xyz

I hope you're doing well. I just wanted to check if there are any updates on my order (Order #12345). It's been a few days, and I'd like to know if everything is on track or if there are any delays.

Thank you for your time. I look forward to your reply.

Best,  
Disha Jasani