

Subject: Apology for Shipment Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an unexpected delay in the shipment of your order #[Order Number], originally scheduled for delivery on [Original Delivery Date].

Unfortunately, due to [brief explanation of the reason for the delay, e.g., supply chain disruptions, unexpected demand, etc.], we are unable to meet our original timeline. We understand the impact this may have on your operations and sincerely apologize for any inconvenience this may cause.

We are actively working to resolve this issue and anticipate that your order will be shipped by [New Estimated Delivery Date]. We are committed to keeping you updated on the progress and will notify you promptly once your order is on its way.

Thank you for your understanding and patience during this time. If you have any questions or require further assistance, please do not hesitate to reach out to me directly.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]