

Notification of Delayed Shipment

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your shipment scheduled for delivery on [original delivery date] has been delayed due to [reason for delay].

We understand the inconvenience this may cause and are actively working to resolve the issue. We anticipate that your shipment will arrive by [new estimated delivery date].

If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [customer service contact information].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]