

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a change in the delivery timing for your recent order, #[Order Number].

Originally, your order was scheduled for delivery on [Original Delivery Date]. However, due to [reason for adjustment], we will be adjusting the delivery date to [New Delivery Date].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to ensure the highest quality of service.

If you have any questions or require further assistance, please feel free to reach out to us at [Contact Information].

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]