

Notification of Revised Delivery Timeline

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a revised delivery timeline for your recent order with us, originally scheduled for delivery on [Original Delivery Date].

Due to [reason for delay], the new expected delivery date is now [Revised Delivery Date]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

We are committed to ensuring that your order is delivered as quickly and efficiently as possible. Should you have any questions or require further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]