

Delivery Error Notification

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you about an issue that has occurred with your recent order, #[Order Number], placed on [Order Date].

Unfortunately, due to [brief description of the error, e.g., incorrect address, item out of stock], your delivery has been delayed.

We sincerely apologize for any inconvenience this may have caused and are actively working to resolve this matter. We expect to have your order delivered to you by [new estimated delivery date].

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information]. Thank you for your understanding and patience.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]