

# Order Processing Delay Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your order #[Order Number], placed on [Order Date], is currently experiencing a delay in processing.

Due to [reason for delay], we are unable to ship your order as scheduled. We understand how important it is for you to receive your items promptly, and we sincerely apologize for any inconvenience this may cause.

We are actively working to resolve this issue and expect to ship your order by [Expected Shipping Date]. Please rest assured that we will keep you updated on the status of your order.

If you have any questions or require further assistance, feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and patience in this matter.

Best regards,  
[Your Company Name]  
[Your Company Contact Information]