

Delivery Timeframe Modification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a modification to the delivery timeframe of your order [Order Number].

Due to [brief description of the reason for the delay], we will need to adjust the estimated delivery date. The new expected delivery date is [New Delivery Date].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this matter. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]