

Delivery Delay Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that, unfortunately, there will be a delay in the delivery of your recent order, [Order Number]. We sincerely apologize for any inconvenience this may cause.

The delay is due to [brief explanation of the cause, if appropriate], and we are working diligently to resolve the issue as quickly as possible.

We value your patience and understanding during this time. As a token of our appreciation, we would like to offer you [mention any compensation if applicable, e.g., a discount or free shipping on your next order].

Once again, we apologize for the delay and appreciate your understanding. If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]