

Delivery Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that, due to unforeseen circumstances, your order #[Order Number] is experiencing a delay in delivery.

We understand how important it is for you to receive your items on time and we deeply regret any inconvenience this may cause. Our team is actively working to resolve the issue and we are committed to keeping you updated on the status of your delivery.

Your patience and understanding during this time mean a great deal to us. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]