

# Delivery Delay Notification

Dear [Customer's Name],

We are writing to inform you that, unfortunately, your order #[Order Number] scheduled for delivery on [Original Delivery Date] has been delayed.

We sincerely regret any inconvenience this may cause and understand how important it is for you to receive your order on time.

We are currently working hard to resolve the issue and anticipate that your order will be shipped by [New Delivery Date].

Thank you for your understanding and patience during this time.

If you have any questions or concerns, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email]