

# Shipping Delay Update

Dear [Customer's Name],

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

We understand the importance of receiving your order on time, and we sincerely apologize for any inconvenience this may cause. Our team is actively working to resolve the issue and ensure your order is shipped as soon as possible.

We will keep you updated on the status of your shipment and expect to provide you with a new estimated delivery date shortly. If you have any questions or need further assistance, please feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and patience.

Sincerely,

[Your Company Name]

[Your Company Contact Information]