

# Fulfillment Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in the fulfillment of your recent order [Order Number].

Unfortunately, due to [brief explanation of the reason for the delay, e.g., supply chain issues, high demand, etc.], your order will not be shipped on the originally promised date.

We are working diligently to resolve this issue and expect to have your order shipped by [New Estimated Shipping Date]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your patience and understanding.

Best regards,

[Your Company Name]

[Your Company Contact Information]