

Logistical Delay Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an unexpected delay in the delivery of your order, originally scheduled for [insert original delivery date]. Due to unforeseen circumstances, including [briefly explain reasons for delay], your order will now be delivered on [insert new delivery date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this situation. Rest assured, we are making every effort to expedite the delivery process.

If you have any further questions or need additional information, please do not hesitate to reach out to us at [insert contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]