

# Order 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 processing your recent order #[Order Number], placed on [Order Date].

Due to [reason for delay], we are unable to ship your order as initially scheduled. We are actively working to resolve this issue and expect to dispatch your order by [new estimated delivery date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please rest assured that we are committed to getting your order to you as soon as possible.

If you have any questions or need further assistance, please feel free to reach out to our customer support team at [contact information].

Thank you for your patience and support.

Best regards,

[Your Company Name]