

Postponed Delivery Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your order #[Order Number], originally scheduled for delivery on [Original Delivery Date], has been postponed due to [Reason for Delay].

We understand the importance of timely delivery, and we sincerely apologize for any inconvenience this may cause. We are actively working to resolve this issue and expect to have your order shipped by [New Estimated Delivery Date].

Thank you for your understanding and patience during this time. If you have any further questions or need assistance, please don't hesitate to reach out to our customer service team at [Contact Information].

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]