

Shipment Delay Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in the shipment of your order #[Order Number] originally scheduled for delivery on [Original Delivery Date].

Unfortunately, due to [Reason for Delay], your shipment will now be arriving later than expected. We are actively working to resolve this issue and anticipate that your order will be shipped by [New Estimated Shipping Date].

We understand the inconvenience this may cause and appreciate your patience and understanding during this time. As soon as your order has shipped, you will receive a confirmation email with tracking information.

If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Contact Information]