

Apology for Shipping Delay

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about a delay in the shipment of your recent order, #[Order Number], due to [brief reason for the delay, e.g., supply chain issues, unexpected demand, etc.].

We sincerely apologize for any inconvenience this may cause and want to assure you that we are doing everything possible to expedite the shipping process. Your new estimated delivery date is [New Estimated Delivery Date].

We appreciate your patience and understanding during this time. As a token of our appreciation, we would like to offer you [mention any compensation, discount, or coupon if applicable].

If you have any further questions, please feel free to reach out to our customer service team at [Customer Service Email or Phone Number].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]