

# Order Processing Delay Acknowledgment

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your recent order with the order number [Order Number] is experiencing an unexpected processing delay.

We understand how important it is for you to receive your order in a timely manner and we sincerely apologize for any inconvenience this may cause. The delay is due to [brief reason for delay, e.g., supply chain issues, increased demand, etc.], and we are actively working to resolve the situation.

As of now, we expect your order to be processed by [expected date of processing]. We will keep you updated should there be any changes to this timeline.

Thank you for your patience and understanding. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]