

# Order Processing Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your recent order #[Order Number] is experiencing a delay in processing due to [reason for delay].

We understand how important it is for you to receive your order promptly, and we sincerely apologize for any inconvenience this may cause. Please rest assured that we are doing everything we can to resolve this issue as quickly as possible.

We expect to begin processing your order by [new estimated date]. As soon as your order is shipped, you will receive a confirmation email with tracking information.

Thank you for your understanding and patience in this matter. Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]