

Order Processing Delay Update

Dear [Customer's Name],

We hope this message finds you well. We are writing to follow up regarding your recent order, #[Order Number], placed on [Order Date].

We understand that you have been waiting for your order, and we sincerely apologize for the delay in processing. Due to [reason for delay], your order is taking longer than expected to be fulfilled.

We value your patience and are actively working to resolve this issue as quickly as possible. We anticipate that your order will be processed and shipped by [Estimated Shipping Date].

If you have any further questions or concerns, please do not hesitate to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]