

Order Processing Delay Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about a delay in the processing of your recent order #[Order Number], placed on [Order Date].

Due to [reason for the delay], we are unable to fulfill your order as scheduled. We understand that this may cause inconvenience, and we sincerely apologize for the wait.

We are actively working to resolve this issue and anticipate that your order will be processed by [Estimated Resolution Date]. We appreciate your patience and understanding during this time.

If you have any questions or need further assistance, please do not hesitate to contact us at [Customer Service Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Contact Information]