

# Order Processing Delay Notification

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you that there has been an unexpected delay in the processing of your recent order (Order Number: #12345). We sincerely apologize for any inconvenience this may cause.

The delay is due to *[reason for the delay]*. We are actively working to resolve this issue and anticipate that your order will be processed and shipped by **[expected 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 our customer service team at **[phone number]** or **[email address]**.

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Company Contact Information]