

# Order Processing Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that there has been an unexpected delay in processing your recent order #[Order Number].

We understand how important this order is to you, and we sincerely apologize for any inconvenience this may cause. Our team is currently working diligently to resolve the issue and ensure your order is shipped as soon as possible.

We expect to have the order processed by [Estimated Resolution Date]. In the meantime, if you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at [Customer Service Email/Phone Number].

Thank you for your patience and understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]