

Order Status Update

Dear [Customer Name],

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

Unfortunately, due to [reason for delay], your order is experiencing a processing delay. We understand how important this order is to you, and we are actively working to resolve the issue as soon as possible.

We anticipate that your order will be shipped by [Estimated Shipping Date]. We will keep you updated on any changes to this timeline.

We sincerely apologize for the inconvenience and appreciate your understanding. If you have any questions or concerns, please do not hesitate to contact our customer service team at [Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]