

Notice of Production Delay

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a delay in the production of your recent order, [Order Number]. Due to an unexpected increase in demand for our products, we are currently experiencing a backlog in our production schedule.

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

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

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]