

Shipment Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in the shipment of your order [Order Number].

The original delivery date was [Original Delivery Date], but due to [Reason for Delay], we now anticipate that your order will arrive by [New Estimated Delivery Date].

We sincerely apologize for any inconvenience this may cause and assure you that we are working diligently to resolve this issue as quickly as possible.

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 understanding and patience.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]