

Shipping Schedule Confirmation

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the status of your recent order with us.

Unfortunately, we have encountered an unexpected delay in the shipment of your order #[Order Number]. We understand that this may cause inconvenience, and we sincerely apologize for any disruption it may cause.

The revised shipping schedule is as follows:

- **Original Shipping Date:** [Original Date]
- **New Estimated Shipping Date:** [New Date]

We are doing our utmost to expedite the shipping process and ensure that your order reaches you as soon as possible. You will receive another notification when your order has shipped, along with tracking information.

If you have any questions or concerns, please do not hesitate to reach out to our customer support team at [Customer Support Email/Phone].

Thank you for your understanding and patience during this time.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]