

# Freight Service Delay Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an unexpected delay in the freight service scheduled for [Date of Shipment]. Due to [Reason for Delay], your shipment will be arriving later than anticipated.

We sincerely apologize for any inconvenience this may cause and want to assure you that we are taking all necessary steps to expedite the process. Our team is actively working to resolve the issue and we expect your shipment to be delivered by [New Estimated Delivery Date].

We value your business and appreciate your understanding during this unforeseen circumstance. Please feel free to reach out to us at [Contact Information] if you have any questions or require further assistance.

Thank you for your patience and understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]