

Freight Service Delay Notification

Date: [Insert date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an unforeseen delay in our freight service that may affect your local delivery originally scheduled for [insert scheduled delivery date]. Due to [brief explanation of the cause of delay], we regret to inform you that your delivery will be delayed.

We are currently working diligently to resolve this situation and expect your order to be delivered by [insert new expected delivery date]. We understand the importance of timely deliveries and sincerely apologize for any inconvenience this may cause you.

Please do not hesitate to reach out to our customer service team at [insert contact information] should you have any questions or require further assistance.

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]