

# Notification of Delivery Delay

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Company]

Subject: Explanation for Delay in Medical Supply Delivery

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay in the delivery of your recent order of medical supplies, originally scheduled for delivery on [Original Delivery Date].

The delay is due to [brief explanation of the reason for the delay, e.g., supply chain disruptions, manufacturing issues, etc.]. We are actively working to resolve this issue and anticipate that your order will be shipped by [New Estimated Delivery Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this unforeseen situation. Please rest assured that we are making every effort to expedite the process.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your patience and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]