

Update on Delayed Medical Equipment Delivery

Dear [Recipient Name],

I hope this message finds you well. We are writing to provide you with an update regarding your recent order for medical equipment, originally scheduled for delivery on [original delivery date].

Unfortunately, due to unforeseen circumstances, your delivery has been delayed. We are currently experiencing [briefly explain reason for delay, e.g., supply chain issues, manufacturing delays]. We understand the importance of this equipment for your needs and are working diligently to resolve the situation.

We anticipate that your order will be shipped by [new estimated delivery date], and we will keep you informed of any changes to this timeline. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your understanding and patience during this time.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]