

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay regarding your order #[Order Number] placed on [Order Date].

Due to [reason for the delay], we are currently unable to fulfill your order as scheduled. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may bring to your plans.

Rest assured, we are actively working to resolve the issue and expect to ship your order by [Estimated Shipping Date]. We appreciate your patience and understanding during this time.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]