

Delivery Postponement Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a change in the delivery schedule for your recent order #[Order Number].

Due to [reason for postponement, e.g., unforeseen circumstances, supplier delays], we regret to inform you that your delivery will be postponed. The new anticipated delivery date is [new delivery date].

We apologize for any inconvenience this may cause and appreciate your understanding. Our team is doing everything possible to expedite the process and ensure that your order arrives as soon as possible.

If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your patience and support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]