

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a revised timeline for the delivery of your order, originally scheduled for [Original Delivery Date].

Due to [reason for delay], the new expected delivery date is now [New Delivery Date]. We apologize for any inconvenience this may cause and appreciate your understanding and patience in this matter.

If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]