

Shipment Delay Notification

Dear [Customer's Name],

We are writing to inform you that there has been a delay in the shipment of your order #[Order Number], which was originally scheduled for delivery on [Original Delivery Date].

We apologize for any inconvenience this may cause and want to assure you that we are doing everything possible to expedite the process. The new estimated delivery date is [New Delivery Date].

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Customer Service Email/Phone Number].

Thank you for your understanding and patience.

Sincerely,

[Your Company Name]

[Your Company Contact Information]