

# Shipment Disruption Advisory

Dear [Recipient's Name],

We are reaching out to inform you of an unexpected disruption in the shipment of your order number [Order Number]. Due to [reason for disruption, e.g., severe weather conditions, supply chain issues, etc.], your shipment may experience delays.

We understand how important this order is to you and are working diligently to resolve the situation. Currently, we anticipate that your shipment will be delivered by [estimated delivery date], but we will keep you updated as we receive more information.

We appreciate your understanding and patience during this time. If you have any questions or concerns, please feel free to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your understanding.

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