

Shipping Delay Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, your order #[Order Number], originally scheduled for delivery on [Original Delivery Date], will be delayed.

We understand how important it is for you to receive your order on time and are truly sorry for any inconvenience this may cause. We are doing everything in our power to resolve the issue and expect to have your order shipped by [New Estimated Delivery Date].

We appreciate your understanding and patience during this time. If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]