

Urgent Shipping Delay Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that due to unforeseen circumstances, there has been a delay in the shipment of your order #[Insert Order Number], originally scheduled for delivery on [Original Delivery Date].

The new estimated delivery date is [New Delivery Date]. We are actively working to resolve this issue and ensure that your order reaches you as quickly as possible.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]