

Notification of Shipment Delay

Dear [Recipient's Name],

We are writing to inform you about a delay in the shipment of your order #[Order Number] which was scheduled to arrive on [Original Arrival Date].

The delay is due to [brief explanation of the reason for the delay, e.g., customs clearance issues, transportation disruptions, etc.]. We understand the importance of this shipment and are diligently working to resolve the issue.

We expect the shipment to be released and on its way to you by [New Estimated Arrival Date]. We will keep you updated on any further developments.

We sincerely 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 feel free to contact us at [Contact Information].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]