

Important Shipping Delay Announcement

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your recent order with us, placed on [Order Date], has been experiencing a delay in shipping.

Due to [reason for delay, e.g., unexpected demand, supply chain disruptions], your order is now scheduled to ship on [New Shipping Date]. We understand how important it is for you to receive your items promptly, and we sincerely apologize for any inconvenience this may cause.

Rest assured, we are actively working to resolve the issue and ensure that your order arrives as soon as possible. Thank you for your patience and understanding 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 Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]