

# Shipping Delay Advisory

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about a delay in the shipping of your recent order #[Order Number], placed on [Order Date].

Due to [reason for the delay, e.g., supply chain disruptions, increased demand, etc.], your order is now expected to ship on [New Shipping Date]. We understand that this may cause inconvenience, and we sincerely apologize for the delay.

Rest assured, we are doing everything possible to expedite the processing of your order. As soon as your order is shipped, you will receive a confirmation email along with a tracking number.

If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your understanding and patience during this time.

Warm regards,

[Your Company Name]

[Your Company Contact Information]