

# Delivery Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your order #[Order Number] is experiencing a delay in delivery.

Due to [reason for delay], we are unable to ship your order on the initial scheduled date. We understand the inconvenience this may cause and are actively working to resolve the issue as quickly as possible.

We now anticipate that your order will be shipped by [new estimated delivery date]. We will keep you updated should there be any changes to this timeline.

We appreciate your understanding and patience in this matter. If you have any questions, please do not hesitate to reach out to our customer service team at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]