

# Important Shipping Update

Dear Valued Client,

We are writing to inform you that your order [**Order Number**] scheduled for shipping on [**Original Shipping Date**] is delayed due to [**Reason for Delay**].

We understand how important timely delivery is, and we apologize for any inconvenience this may cause. We are currently working hard to resolve this issue and expect to ship your order by [**New Estimated Shipping Date**].

Thank you for your understanding and patience during this time. If you have any questions or concerns, please feel free to contact us at [**Contact Information**].

Sincerely,

[**Your Company Name**]

[Your Company Email]

[Your Company Phone Number]