

# Shipping Delay Notification

Dear [Customer Name],

We hope this message finds you well. We are reaching out to inform you that there has been an unexpected delay in the shipment of your recent order #[Order Number], placed on [Order Date].

The estimated delivery date has been pushed back due to [reason for delay]. We are actively working with our shipping partners to resolve this issue as quickly as possible.

We understand how important it is for you to receive your order on time, and we sincerely apologize for any inconvenience this may cause. As of now, we expect your order to be shipped by [New Estimated Shipping Date].

Thank you for your understanding and patience during this time. If you have any questions, please feel free to reach out to our customer service team at [Customer Service Email] or [Customer Service Phone Number].

Best regards,

[Your Company Name]

[Your Company Contact Information]