

Notice of Shipping Delay

Dear [Customer's Name],

We are writing to inform you of an unexpected delay in the shipment of your order #[Order Number], which was scheduled to ship on [Original Shipping Date].

Due to [Reason for Delay], your order will now be shipped on [New Shipping Date]. We sincerely apologize for any inconvenience this may cause.

We are working hard to ensure your order is shipped as quickly as possible and appreciate your understanding in this matter. If you have any questions or concerns, please do not hesitate to contact us at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your patience.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]