

Order Dispatch Delay Notification

Dear [Customer's Name],

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

Unfortunately, due to [brief explanation of the reason for the delay, e.g., supply chain issues, increased demand, etc.], we are unable to dispatch your order within the anticipated timeframe. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may have caused to your plans.

Please rest assured that we are actively working to resolve the issue and expect to dispatch your order by [New Dispatch Date]. Once your order has been shipped, you will receive a confirmation email with tracking information.

Thank you for your understanding and patience in this matter. If you have any questions or concerns, please do not hesitate to contact our customer service team at [Customer Service Email/Phone Number].

We appreciate your business and are committed to providing you with the best service possible.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]