

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, we must postpone the delivery of your order originally scheduled for [original delivery date].

We sincerely apologize for any inconvenience this may cause and want to assure you that we are working diligently to resolve the issues that have led to this delay. We expect to be able to fulfill your order by [new delivery date].

Thank you for your understanding and patience in this matter. Please feel free to reach out if you have any questions or concerns.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]