

# Notification of Unsatisfactory Delivery Timeframe

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an issue regarding the delivery timeframe of your recent order #[Order Number].

As per our initial agreement, the expected delivery date was [Original Delivery Date]. However, we regret to inform you that due to [specific reasons for the delay], your order has encountered an unforeseen delay.

We understand the importance of timely delivery and are making every effort to resolve this situation. We expect that your order will be delivered by [New Expected Delivery Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please do not hesitate to reach out to us at [Contact Information] if you have any further questions or concerns.

Thank you for your patience and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]