

# Important Shipping Delay Notice

Dear [Customer's Name],

We are reaching out to inform you of an important delay in shipping your recent order #[Order Number]. Due to [reason for delay, e.g., supply chain disruptions, weather conditions], your order is currently postponed.

We understand the inconvenience this may cause and are actively working to resolve the issue. At this time, we estimate that your order will ship by [estimated shipping date].

Your satisfaction is important to us, and we appreciate your patience during this time. If you have any questions or need further assistance, please feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

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