

Notice of Shipping Delay

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your shipment scheduled for delivery on [Original Delivery Date] has been delayed due to [Reason for Delay].

We understand that this may cause inconvenience, and we are actively working to resolve the issue as quickly as possible. We anticipate that your order will be shipped by [New Expected Delivery Date].

We appreciate your understanding and patience during this time. If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]