

# Notification of Shipping Delay

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your order #[Order Number], which was scheduled to ship on [Original Ship Date], has been delayed due to [Reason for Delay].

We understand that this may cause inconvenience, and we sincerely apologize for the unexpected delay. We are working diligently to resolve the issue and expect to ship your order by [New Estimated Ship Date].

Thank you for your patience and understanding. If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]