

Shipping Delay Announcement

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an unexpected shipping delay affecting your recent order with us.

Due to unforeseen circumstances, including [brief explanation of the reason for the delay, e.g., supply chain issues, weather conditions], your order originally scheduled for delivery on [original delivery date] will now be shipped on [new delivery date].

We understand the inconvenience this may cause and are doing everything we can to resolve the situation as quickly as possible. We greatly appreciate your patience and understanding during this time.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [customer service email/phone number].

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Company Contact Information]