

# Notification of Shipping Delay

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an unexpected delay in the shipment of your recent order #[Order Number], which was scheduled to be delivered on [Original Delivery Date].

Due to [brief explanation of the reason for delay, e.g., supply chain disruptions, weather conditions], your order will now be shipped on or before [New Estimated Delivery Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue. Your satisfaction is our top priority, and we are committed to ensuring you receive your order as soon as possible.

If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]