

# Shipment Delay Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay in the shipment of your order with tracking number [Tracking Number].

Due to [Reason for Delay], your shipment is expected to be delayed by [Number of Days/Expected New Date]. We understand that this may cause inconvenience, and we sincerely apologize for the disruption this may cause to your plans.

Please rest assured that we are doing everything possible to expedite the process and will keep you updated on any changes to your shipment's status.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]