

Order Dispatch Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that there has been an unexpected delay in the dispatch of your order #[Order Number], originally scheduled for delivery on [Original Delivery Date].

Due to [reason for delay], we are unable to ship your order at this time. We sincerely apologize for any inconvenience this may cause and are making every effort to resolve this issue as quickly as possible.

We expect your order to be dispatched by [New Dispatch Date]. Once your order has been shipped, you will receive a tracking number to monitor its progress.

Thank you for your understanding and patience in this matter. If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]