

# Order Fulfillment Delay Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an unexpected delay in the fulfillment of your recent order #[Order Number], placed on [Order Date].

Due to [reason for delay, e.g., supply chain issues, increased demand, etc.], we are unable to ship your order by the initially expected date. We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

We are actively working to resolve this issue and expect to ship your order by [new estimated shipping date].

Please feel free to reach out with any questions or concerns at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your patience and understanding.

Sincerely,

[Your Company Name]  
[Your Company Address]  
[Your Company Phone Number]