

# Delivery Update

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your order #[Order Number], originally scheduled for delivery on [Original Delivery Date], has been postponed due to [reason for postponement].

We understand that this may cause inconvenience, and we sincerely apologize for the delay. We are currently working hard to resolve the issue and expect to have your order shipped by [New Estimated Delivery Date].

Thank you for your understanding and patience. If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]