

Shipment Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your shipment, originally scheduled for delivery on [Original Delivery Date], has experienced an unexpected delay.

Due to [reason for delay, e.g., supply chain issues, weather conditions], we are unable to meet the promised delivery date. We are actively working to resolve this issue and expect your order to be shipped by [New Estimated Delivery Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time. Please rest assured that we are doing everything possible to expedite the process.

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

Thank you for your understanding.

Best regards,

[Your Company Name]

[Your Position]