

# Transport Delay Notification

Date: [Insert Date]

Dear [Recipient's Name],

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

Due to [reason for the delay, e.g., inclement weather, logistical issues], we are experiencing an unexpected delay in the delivery schedule. We understand the importance of this shipment and are doing everything possible to resolve the situation as quickly as possible.

The new estimated delivery date is [Insert New Delivery Date]. We are closely monitoring the situation and will keep you updated with any changes.

We sincerely apologize for any inconvenience this may cause and appreciate your patience and understanding.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]