

Shipping Delay Notification

Dear [Customer's Name],

We are writing to inform you of an unexpected delay in the shipment of your order #[Order Number]. We sincerely apologize for any inconvenience this may cause.

The delay is due to [reason for delay, e.g., supply chain issues, weather conditions], and we are working diligently to resolve the matter. We expect your order to be shipped by [new estimated shipping date].

Your satisfaction is very important to us, and we appreciate your understanding and patience during this time. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]