

# Compensation Offer for Order Delay

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about the delay in processing your order [Order Number], which was originally scheduled for delivery on [Original Delivery Date].

We sincerely apologize for any inconvenience this may have caused. As a token of our appreciation for your patience and understanding, we would like to offer you [describe compensation, e.g., a discount, refund, gift card, etc.].

Your new expected delivery date is [New Delivery Date]. We are committed to ensuring that your order is delivered to you as soon as possible.

If you have any questions or concerns, please feel free to reach out to our customer service team at [Customer Service Contact Information]. Thank you for your understanding.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]