

Order Shipment Delay Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in the shipment of your order #[Order Number], which was scheduled to be shipped on [Original Ship Date].

Due to [reason for delay, e.g., supply chain issues, unexpected demand], we are unable to fulfill your order as originally planned. We understand how important it is for you to receive your items on time, and we sincerely apologize for any inconvenience this may cause.

We anticipate that your order will be shipped by [New Estimated Ship Date]. We will keep you updated if any further changes occur.

Thank you for your understanding and patience during this time. If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Warm regards,

[Your Company Name]

[Your Company Contact Information]