

Update on Delivery Lead Time

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an update regarding the lead time for your recent order with us.

Due to [reason for delay, e.g., increased demand, supply chain issues], we have experienced a delay in the delivery schedule. The new estimated delivery time for your order is [new delivery date].

We understand how important it is for you to receive your order on time and we apologize for any inconvenience this may cause. We are working diligently to ensure that your order is shipped as soon as possible.

Thank you for your understanding and patience. If you have any questions or need further assistance, please do not hesitate to reach out to us at [contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]