

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay in the manufacturing process of your recent order #[Order Number]. Due to [briefly explain the reason for the delay, e.g., unexpected supply chain issues, equipment malfunction], we are unable to meet the originally scheduled delivery date.

We understand the importance of this order to your operations, and we sincerely apologize for any inconvenience this may cause. We are actively working to resolve the issue and anticipate that your order will be completed by [new estimated completion date].

We appreciate your patience and understanding during this time. Should you have any further questions or require additional information, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]