

Order Delay Advisory

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are reaching out to inform you that your recent order, #[Order Number], is experiencing an unexpected delay due to [reason for delay].

We understand that this news may be disappointing and we sincerely apologize for any inconvenience this may cause. We are actively working to resolve the issue and ensure your order is shipped as soon as possible.

We expect your order to be processed and shipped by [estimated shipping date]. You will receive a confirmation email with tracking information once your order is on its way.

Thank you for your understanding and patience during this time. If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [customer service contact information].

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Company Contact Information]