

# Order Fulfillment Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that there has been an unexpected delay in the fulfillment of your order #[Order Number], originally scheduled for delivery on [Original Delivery Date].

The delay is due to [brief explanation of the cause of the delay, e.g., supply chain issues, unforeseen demand, etc.]. We are actively working to resolve the situation and anticipate that your order will be shipped by [New Estimated Shipping Date].

We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time. As a token of our appreciation, we would like to offer you [mention any compensation, if applicable, e.g., discount, free shipping on your next order, etc.].

If you have any questions or concerns regarding your order, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding, and we appreciate your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]