

Order Processing Delay Update

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an unexpected delay in the processing of your recent order, #[Order Number], placed on [Order Date].

Due to [brief explanation of the cause of delay, e.g., high demand, supply chain issues], we are working diligently to resolve the issue and expect to ship your order by [Estimated Shipping Date].

We understand how important it is for you to receive your order on time and appreciate your patience during this matter. As a token of our appreciation, we would like to offer you [compensation, if applicable].

If you have any questions or need further assistance, please feel free to reach out to our customer service team at [Customer Service Email/Phone Number].

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company]