

Order Shipment Postponement Notice

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that, due to [reason for postponement], the shipment of your order #[Order Number], originally scheduled for delivery on [Original Delivery Date], has been postponed.

We sincerely apologize for any inconvenience this may cause. We are working diligently to resolve the issue and anticipate that your order will be shipped by [New Estimated Shipping Date].

If you have any questions or concerns, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]