

Shipment Delay Announcement

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in the shipment of your recent order, #[Order Number].

The new expected delivery date is [New Delivery Date]. We understand that this may cause inconvenience, and we sincerely apologize for the delay.

We are working diligently to resolve the issue and ensure your order is shipped as soon as possible. We appreciate your understanding and patience during this time.

If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]