

Order 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 processing your recent order #[Order Number] placed on [Order Date].

We understand how important it is for you to receive your order on time, and we sincerely apologize for any inconvenience this may cause. We are currently working diligently to resolve this issue and expect to dispatch your order by [Expected Dispatch Date].

Your patience and understanding are greatly appreciated during this time. If you have any further questions or need assistance, 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.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]