

Notification of Shipment Delay

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the shipment of your order #[Order Number].

The estimated delivery date has been pushed back due to [brief explanation of the reason for the delay, e.g., supply chain issues, weather conditions, etc.]. We are actively working to resolve this issue and minimize any disruption.

We appreciate your understanding and patience during this time. Rest assured, we will keep you updated with any developments regarding your shipment.

If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]