

# Subject: Adjusted Shipment Expectations

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of some adjustments to the expected shipment schedule for your recent order with us.

Due to [brief explanation of the reason for the adjustment, e.g., supply chain delays, increased demand], your shipment originally scheduled for [original date] will now be arriving on [new expected date].

We understand the importance of timely delivery and are doing our best to ensure that your order reaches you as soon as possible. We appreciate your understanding and support during this time.

If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]