

Subject: Explanation for Delayed Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the delay in the delivery of your order #[Order Number], originally scheduled for delivery on [Original Delivery Date].

We understand how important it is for you to receive your order on time, and we sincerely apologize for any inconvenience this may have caused. The delay is due to [Reason for Delay], which was beyond our control.

We are working diligently to resolve this issue and expect your order to be shipped by [New Estimated Delivery Date]. We appreciate your patience and understanding during this time.

Please feel free to reach out to us if you have any questions or need further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]