

# Postponed Delivery Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that the delivery of your order #[Insert Order Number] scheduled for [Insert Original Delivery Date] has been postponed due to [reason for postponement, e.g., supply chain issues, unforeseen circumstances].

We sincerely apologize for any inconvenience this may cause and are working diligently to resolve the issue. We are currently rescheduling your delivery, and we will provide you with an updated date as soon as possible.

Thank you for your understanding and patience during this time. If you have any questions or concerns, please do not hesitate to contact our customer service team at [Insert Contact Information].

Warm regards,

[Your Company Name]  
[Your Company Address]  
[Your Company Phone Number]  
[Your Company Email]