

# Subject: Update on Your Order Delivery

Dear [Reseller's Name],

We hope this message finds you well. We are writing to inform you about a delay in the delivery of your recent order placed on [Order Date] due to [Reason for Delay].

We understand the importance of timely delivery and regret any inconvenience this may cause you and your customers. Our team is actively working to resolve this issue and we expect to dispatch your order by [New Estimated Dispatch Date].

We will keep you updated on the status of your order and appreciate your understanding in this matter. If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]