

Letter of Explanation for Shipment Delay

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Reseller's Name]
[Reseller's Company Name]
[Reseller's Address]
[City, State, Zip Code]

Dear [Reseller's Name],

We hope this message finds you well. We are writing to inform you regarding the recent delay in the shipment of your order #[Order Number], originally scheduled for delivery on [Original Delivery Date].

Unfortunately, due to [brief explanation of the reason for the delay: e.g., supply chain disruptions, unexpected demand, etc.], we have encountered delays that are beyond our control. We understand the importance of this shipment to your business and are working diligently to resolve these issues.

We anticipate that your order will be shipped by [New Estimated Shipping Date]. We appreciate your understanding and patience during this time and assure you that we are doing everything possible to expedite the process.

Please feel free to reach out to us at [Your Email] or [Your Phone Number] if you have any further questions or concerns.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]