

Shipment Delay Notification

Dear [Reseller Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in the shipment of your recent order, [Order Number], which was scheduled for delivery on [Original Delivery Date].

The delay is due to [brief reason for delay, e.g., "unexpected supply chain issues"]. We are actively working to resolve this issue and anticipate that your order will ship by [New Estimated Shipping Date].

We understand the importance of timely deliveries to your business and apologize for any inconvenience this may cause. We appreciate your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]