

Notification of Delivery Delay

Dear [Customer's Name],

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

Due to unforeseen circumstances, including [briefly explain circumstances, e.g., supply chain disruptions, weather conditions], we are unable to meet the originally scheduled delivery date. We understand the importance of receiving your order on time and are actively working to resolve the issue as quickly as possible.

We anticipate that your order will be delivered by [New Estimated Delivery Date]. We will keep you updated on any changes to this timeline.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time. If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your continued support.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]