

**Dear [Customer's Name],**

We hope this message finds you well. We are writing to inform you that there has been a delay in the delivery of your order [Order Number].

We understand that this may cause inconvenience, and we sincerely apologize for the disruption to your plans. The new estimated delivery date is [New Delivery Date].

We are doing everything possible to expedite the process and ensure your order is delivered to you as soon as possible. Your satisfaction is very important to us.

If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your understanding and patience.

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