

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that due to the upcoming holiday season, your order #[Order Number] scheduled for delivery on [Original Delivery Date] will be delayed.

The new estimated delivery date is [New Delivery Date]. We are experiencing high volumes of orders and shipping disruptions due to holidays, and we appreciate your understanding during this busy time.

Your satisfaction is important to us, and we are doing our best to expedite your order. We will keep you updated on its progress and provide tracking information as soon as it ships.

Thank you for your patience and understanding. Should you have any questions or concerns, please feel free to reach out to our customer service team at [Customer Service Email/Phone Number].

Sincerely,
[Your Company Name]