

Urgent Logistics Service Alert

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Urgent Alert: Logistics Service Update

Dear [Recipient's Name],

We are writing to notify you of an urgent logistics service update that may impact your recent shipment with us. Due to [reason for the alert, e.g., severe weather conditions, transportation strikes, etc.], we are experiencing delays in our usual service delivery timelines.

We are actively working to resolve the situation and ensure that your shipment is delivered as soon as possible. At this moment, we anticipate that your shipment will be delayed by approximately [insert estimated delay time].

We appreciate your understanding and patience during this time. Please do not hesitate to reach out if you have any questions or require further assistance.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]