

# Notice of Shipment Delay

Dear [Recipient's Name],

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

The delay is due to [brief explanation of the reason for the delay - e.g., supply chain issues, weather conditions]. We are actively working to resolve this matter and expect to dispatch your order by [New Estimated Delivery Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time. Please rest assured that we are doing everything we can to expedite your shipment.

If you have any questions or require further assistance, do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email]