

# Subject: Update on Your Delivery Status

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your order #[Order Number], scheduled for delivery on [Original Delivery Date], will be arriving later than expected.

We understand how important this product is to you, and we sincerely apologize for any inconvenience this delay may cause. We are working diligently to resolve the issue and expect to have your order delivered by [New Delivery Date].

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]