

Shipping Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your order #[Order Number], which was scheduled to be delivered on [Original Delivery Date], has been delayed due to [Reason for Delay].

We understand that this may cause inconvenience and we sincerely apologize for the disruption. We are currently working hard to resolve the issue and expect that your order will be shipped by [New Estimated Delivery Date].

Thank you for your understanding and patience during this time. If you have any questions or need further assistance, please feel free to reach out to us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company]