

# Regret for Postponement in Delivery Schedule

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the delivery schedule of your order #[Order Number]. We sincerely regret any inconvenience this may cause.

Due to [brief explanation of the reason], we are unable to meet the previously agreed-upon delivery date of [Original Delivery Date]. We are actively working to resolve this issue and anticipate that we will be able to deliver your order by [New Delivery Date].

We understand the importance of this delivery to your operations and assure you that we are doing everything possible to expedite the process. Thank you for your understanding and patience in this matter.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]