

Notification of Delivery Timeline Changes

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an update regarding your recent order with us.

Due to [brief explanation of the reason for the delay, e.g., supply chain issues, increased demand], the delivery timeline for your order, originally scheduled for [original delivery date], has been updated to [new delivery date].

We understand that this may cause inconvenience and we sincerely apologize for any disruption this may cause to your plans. We are doing our utmost to ensure your order is processed and delivered as quickly as possible.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to our customer service team at [customer service contact information].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Company Name]

[Your Position]

[Contact Information]