

Important Update on Supply Chain Delay

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay in our supply chain that may affect your recent order (Order Number: [Order Number]).

Due to [brief explanation of the cause of the delay], we are experiencing an unexpected delay in processing and fulfilling your order. We understand the importance of timely delivery and are committed to resolving this issue as quickly as possible.

As of now, we anticipate that your order will be shipped by [expected shipping date]. We will keep you updated on any changes to this timeline.

We truly appreciate your understanding and patience during this time. If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [customer service contact information].

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Your Company]