

Subject: Shipment Delay Notification

Dear [Manager's Name],

I am writing to inform you about a delay in the shipment of [Product/Item Name] that was scheduled to arrive on [Original Delivery Date].

Unfortunately, due to [Reason for Delay], we have been notified that the new estimated arrival date is [New Delivery Date]. We are working closely with the shipping company to resolve this issue and expedite the process.

Please let me know if you need any further information or if there are specific actions you would like me to take in response to this delay.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]