

Notification of Shipment Delay

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay regarding your order [Order Number], originally scheduled for shipment on [Original Shipment Date].

Due to [Reason for Delay], we regret to inform you that your order will now be shipped on [New Shipment Date]. We understand how important it is for you to receive your items on time, and we sincerely apologize for any inconvenience this may cause.

We are actively working to resolve the issue and ensure that your order is dispatched as soon as possible. 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 understanding and patience during this time.

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