

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Clarification Regarding Delayed Cargo Shipment

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the delay in the shipment of cargo initially scheduled for delivery on [Original Delivery Date]. We understand the impact this may have on your operations and apologize for any inconvenience caused.

The delay is due to [briefly explain the reason for the delay, e.g., unforeseen circumstances, supply chain issues, etc.]. We are actively working to resolve this matter and anticipate that the cargo will be shipped by [New Estimated Delivery Date].

We appreciate your understanding and patience during this time. Please feel free to reach out to us at [Your Contact Information] if you have any questions or need further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]