

Subject: Update on Shipment Status

Dear [Partner's Name],

I hope this message finds you well. I am writing to inform you about an unforeseen setback regarding our recent shipment scheduled for [Original Shipment Date].

Due to [brief reason for the setback, e.g., supply chain disruptions, transportation delays], we are experiencing a delay that is impacting our agreed timeline.

We are actively working to resolve this issue and anticipate that the new shipment date will be [New Shipment Date]. We appreciate your understanding and patience during this time.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]