

Subject: Postponement of Delivery

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an unforeseen circumstance that has necessitated the postponement of our scheduled delivery of [product/service name], originally set for [original delivery date].

Due to [brief explanation of the reason, e.g., supply chain issues, unexpected demand, etc.], we regret to inform you that we are unable to meet the previously agreed-upon timeline. We are working diligently to resolve the situation and expect to have the delivery completed by [new estimated delivery date].

We understand the importance of timely delivery and sincerely apologize for any inconvenience this may cause. We appreciate your understanding and patience during this time. Please rest assured that we are making every effort to expedite the delivery process.

If you have any questions or require further information, please do not hesitate to reach out to me directly at [your contact information].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]