

Dear [Partner Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the shipment of your recent order with us.

Due to [reason for delay, e.g., supply chain disruptions, unforeseen demand], your shipment, originally scheduled for delivery on [original delivery date], is now expected to arrive by [new estimated delivery date]. We understand the importance of timely deliveries and are making every effort to expedite the process.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please rest assured that we are doing everything possible to resolve this issue promptly.

If you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Thank you for your continued partnership.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]