

Dear [Partner's Name],

I hope this message finds you well. I am writing to provide you with an update regarding the shipment scheduled for [original shipment date]. We have encountered an unexpected delay that has impacted our timelines.

As of today, the new estimated date of shipment is [new shipment date]. We are actively working with our logistics team to resolve the issue and minimize further delays.

We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time. If 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 Name]

[Your Contact Information]