

Shipment Postponement Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you about a postponement concerning your recent shipment originally scheduled for delivery on [Original Delivery Date]. Unfortunately, due to [reason for postponement, e.g., supply chain delays, unexpected circumstances], we are unable to meet the planned timeline.

We understand the importance of this shipment to your operations and sincerely apologize for any inconvenience this may cause. We are actively working to resolve the issue and anticipate that your shipment will be dispatched by [New Estimated Delivery Date].

We appreciate your understanding and patience in this matter. Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]