

Important Notification: Delivery Delay

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your order #[Order Number] placed on [Order Date] will experience an unexpected delay in delivery.

Please be assured that we are working diligently to resolve the issue and expect to have your order shipped by [New Estimated Delivery Date]. We understand how important this order is to you and are committed to keeping you updated throughout the process.

We apologize for any inconvenience this may cause and appreciate your understanding and patience. If you have any questions or need further assistance, please contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]