

# Dear [Shipping Partner's Name],

We hope this message finds you well. We are writing to inform you of an unexpected delivery setback regarding our recent shipment originally scheduled for delivery on [Original Delivery Date].

Due to [reason for the setback, e.g., adverse weather conditions, logistical issues], we regret to inform you that the delivery has been delayed. We are actively working to resolve the situation and anticipate that the shipment will be delivered by [New Estimated Delivery Date].

We understand the importance of timely deliveries and appreciate your continued partnership and support during this time. We will keep you updated on any further developments.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]