

Notice of Shipment Postponement

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, we have had to postpone the shipment of your order originally scheduled for delivery on **[Original Delivery Date]**.

We understand that this may cause inconvenience and we sincerely apologize for any disruption this may bring to your plans. We are currently working diligently to resolve the issue and anticipate that your order will now ship by **[New Estimated Delivery Date]**.

Please rest assured that we are doing everything possible to expedite the process and get your order to you as quickly as we can.

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at **[Customer Service Phone Number]** or **[Customer Service Email]**.

Thank you for your understanding and continued support.

Sincerely,

[Your Company Name]
[Your Company Address]
[Your Company Phone Number]
[Your Company Email]