

Notification of Order Processing Delay

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about a delay in processing your recent order, #[Order Number], placed on [Order Date].

This delay is due to [brief explanation of the reason for the delay, e.g., supply chain issues, high demand, etc.]. We understand how important it is for you to receive your order promptly and we sincerely apologize for any inconvenience this may cause.

Rest assured, we are actively working to resolve this issue and expect your order to be processed within [Estimated Timeframe]. We will keep you updated with any further information regarding your order status.

If you have any questions or concerns, please feel free to contact our customer support team at [Customer Support Phone Number] or [Customer Support Email].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Company Name]

[Your Company Contact Information]