

Order Processing Delay Notification

Dear [Customer Name],

Thank you for placing your first order with us! We appreciate your trust in our services. We are reaching out to inform you that there has been an unexpected delay in processing your order #[Order Number].

We understand how important it is for you to receive your items promptly, and we sincerely apologize for any inconvenience this may cause. Our team is actively working to resolve the issue and expedite the processing of your order.

We anticipate that your order will be shipped by [Estimated Shipping Date]. Once it is on its way, you will receive a confirmation email with tracking information.

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

Thank you for your understanding and patience.

Sincerely,
[Your Company Name]