

Order Processing Delay Notification

Dear [Customer Name],

We hope this message finds you well. We are reaching out to inform you about a delay in the processing of your recent pre-order for [Product Name].

Due to [reason for the delay], we are unable to fulfill your order by the initially communicated date. We understand how important this order is to you, and we are actively working to resolve the issue as quickly as possible.

We anticipate that your order will be processed by [new estimated date]. As soon as we have an update, we will keep you informed.

We appreciate your patience and understanding during this time. If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Customer Service Email/Phone Number].

Thank you for your support.

Sincerely,
[Your Company Name]
[Your Company Contact Information]