

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a delay in the delivery of [specific product/service].

The anticipated delivery date was originally set for [original delivery date]. However, due to [brief explanation of the reason for the delay, e.g., supply chain issues, unforeseen circumstances], we are unable to meet that timeline.

We are currently working hard to resolve this issue and expect to have your order delivered by [new estimated delivery date]. I understand that this delay may cause inconvenience, and I sincerely apologize for any disruption this may cause to your plans.

Please rest assured that we are doing everything in our power to expedite the process and ensure that your order reaches you as soon as possible.

Should you have any questions or require further assistance, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]
[Your Position]
[Your Company]