

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

Dear [Recipient Name],

Subject: Update on Shipping Delay

I hope this message finds you well. I am writing to inform you about an unexpected delay in the shipment of your order [Order Number/Details] originally scheduled for delivery on [Original Delivery Date].

Due to [reason for the delay, e.g., supply chain disruptions, weather conditions, etc.], we are unable to meet the anticipated delivery timeline. We understand the importance of timely delivery and are actively working to resolve this issue.

We expect to ship your order by [New Estimated Shipping Date]. In the meantime, we appreciate your patience and understanding during this unforeseen circumstance.

If 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.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]