

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to inform you that there has been an unexpected delay in the express delivery of your order (Order Number: [Order Number]) scheduled for delivery on [Original Delivery Date].

We sincerely apologize for any inconvenience this may cause and are actively working to resolve the situation. The new estimated delivery date is [New Delivery Date].

Please rest assured that we are doing everything we can to expedite the shipping process. Thank you for your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to reach out.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]