

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Notification of Delivery Delay

We hope this message finds you well. We are writing to inform you about an unexpected delay in the delivery of your order [Order Number] originally scheduled for [Original Delivery Date].

Due to [brief explanation of the reason for the delay], we are unable to meet the anticipated delivery timeline. We understand the importance of this order to you and are making every effort to expedite the process.

We now expect your order to be delivered by [New Delivery Date]. We appreciate your understanding and patience during this time. Your satisfaction is important to us, and we are committed to ensuring that you receive your order as soon as possible.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]