

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Late Delivery Notification

We hope this message finds you well. We are writing to inform you that your order [Order Number/Description] scheduled for delivery on [Original Delivery Date] will be delayed.

Due to [brief reason for the delay, e.g., unforeseen circumstances, supply chain issues], we are unable to deliver your order as planned. We sincerely apologize for any inconvenience this may cause.

We are currently working diligently to resolve the issue and expect to have your order delivered by [New Estimated Delivery Date]. We appreciate your patience and understanding during this time.

If you have any further questions or concerns, 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 Contact Information]

[Company Website]