

[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 that your recent order, #[Order Number], scheduled for delivery on [Original Delivery Date], has been delayed. Unfortunately, this is due to [brief reason for the delay, e.g., supply chain issues, unforeseen circumstances, etc.].

We understand the importance of timely delivery and sincerely apologize for any inconvenience this may cause. We are actively working to resolve the situation and expect your order to be delivered by [New Estimated Delivery Date].

Please rest assured that we are putting forth our best efforts to expedite the process. We will keep you updated on any changes to the delivery schedule.

Thank you for your understanding and patience during this time. If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Warm regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]