

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Delay in Delivery

We hope this message finds you well. We are writing to inform you about a delay in the delivery of your recent order, [Order Number], which was originally scheduled for delivery on [Original Delivery Date].

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, supply chain issues], we are unable to meet the anticipated timeline. We are actively working to resolve these issues and expect to have your order shipped by [New Estimated Delivery Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Your order is important to us, and we are committed to ensuring that it reaches you as soon as possible.

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

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]