

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Update on Delayed Shipment

I hope this message finds you well.

I am writing to provide you with an update regarding your recent order (Order Number: [Order Number]) placed on [Order Date]. We regret to inform you that the shipment originally scheduled for delivery on [Original Delivery Date] has been delayed due to [reason for delay, e.g., supply chain issues, unforeseen circumstances].

We understand the importance of timely delivery and are working diligently to resolve the issue. We anticipate that your shipment will be dispatched by [New Estimated Delivery Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Should you have any questions or require further assistance, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address]. Thank you for your patience and support.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]