

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Notification of PVC Pipe Shipment Delay

We hope this message finds you well. We are writing to inform you of a delay in the shipment of your recent order of PVC pipes, originally scheduled for delivery on [original delivery date].

Due to [reason for delay, e.g., unforeseen supply chain issues, increased demand, etc.], we regret to inform you that the new estimated delivery date is now [new delivery date].

We understand the importance of timely delivery and are actively working to resolve this issue to minimize the impact on your operations. We appreciate your understanding and patience in this matter.

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

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]