

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Delay in Battery Delivery

I hope this message finds you well. I am writing to inform you about an unexpected delay in the delivery of the battery order scheduled for [original delivery date]. Due to [brief explanation of the reason for the delay, e.g., supply chain issues, production delays], we are unable to meet the previously agreed timeline.

We understand the importance of timely delivery and are actively working to resolve the issue. We anticipate that the new delivery date will be [new delivery date]. We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

Please feel free to reach out if you have any questions or need further assistance.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]