[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF DELAYED SHIPMENT**

Dear [CONTACT NAME],

Our Summer catalogue has generated a huge response from our customers and we are therefore encountering some delays in getting all our orders processed. Please be advsied that your order number [NUMBER] will be processed as soon as possible and should arrive by [DATE].

Please accept our sincere apologies for this delay.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]