

Certainly! Here's a simple example:

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Hello [Name],

I hope you're doing well. I'm reaching out regarding the delivery originally scheduled for [original delivery date]. I've noticed there's been a postponement and I wanted to express my concern.

I understand there can be unforeseen circumstances causing such delays, but it's important for us to have clarity on the new timeline as it impacts our plans. Could you provide an updated schedule and any insights you might have on the cause of the delay?

I truly appreciate your assistance and am confident we can resolve this smoothly.

Thank you for your attention to this matter.

Best regards,

[Your Name]