

Incomplete Delivery Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your recent order #[Insert Order Number] has not been completed as expected. Due to [briefly explain reason for incomplete delivery, e.g., supply issues, shipment delays], we were unable to deliver the entire order at this time.

What was delivered:

- [Item 1]
- [Item 2]

Pending items:

- [Pending Item 1]
- [Pending Item 2]

We understand the inconvenience this may cause and are working diligently to resolve the issue. We anticipate that the remaining items will be delivered by [Insert Expected Date].

If you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]