

# Backorder Notice

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your recent order #[Order Number] placed on [Order Date] is currently on backorder.

Unfortunately, the item(s) you requested, [Item Name(s)], are not available at this time due to [reason for backorder]. We are actively working with our suppliers to resolve this issue and expect to have the item back in stock by [Expected Restock Date].

We sincerely apologize for any inconvenience this may cause. If you wish to modify your order or if you have any questions, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and patience.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]