

Order Processing Follow-Up

Dear [Customer's Name],

Thank you for your recent order with us! We wanted to follow up regarding the status of your order #[Order Number] placed on [Order Date].

As of today, your order is currently being processed. We anticipate that it will ship by [Estimated Shipping Date]. You will receive a confirmation email with shipping details as soon as it is dispatched.

If you have any questions or need further assistance, please feel free to reach out to our customer service team at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your patience and for choosing [Your Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]