

Order Processing Issue Resolution

Date: [Insert Date]

Dear [Customer's Name],

Thank you for your recent order with us. We appreciate your business and are committed to providing you with the highest level of service.

We regret to inform you that we have encountered an issue while processing your order [Order Number]. Our team is actively working to resolve the matter and we assure you that your order is a top priority.

To keep you informed, we expect to resolve the issue by [Insert Expected Resolution Date]. Once resolved, we will promptly notify you via email with the updated status of your order.

We sincerely apologize for any inconvenience this may cause and appreciate your patience and understanding during this time. If you have any questions or need further assistance, please do not hesitate to contact our customer support team at [Insert Contact Information].

Thank you for choosing [Your Company Name]. We look forward to serving you!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]