

Order Change Confirmation

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that there has been an adjustment to your recent order (Order Number: [Order Number]). Due to inventory adjustments, we regret to inform you that the following item(s) will be modified:

- [Item Name 1] - [New Quantity] (previously [Old Quantity])
- [Item Name 2] - [New Quantity] (previously [Old Quantity])

We apologize for any inconvenience this may cause, and we assure you that we are doing our best to fulfill your order accurately. If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]