

# Backordered Item Progress Report

Date: [Insert Date]

To: [Customer Name]

From: [Your Company Name]

Subject: Update on Your Backordered Item

Dear [Customer Name],

We hope this message finds you well. We are writing to update you on the status of your order #[Order Number] for the item [Item Description], which is currently backordered.

Our records indicate that this item is experiencing a delay due to [brief explanation of the reason for the backorder]. We understand the inconvenience this may cause and appreciate your patience as we work to resolve this issue.

We anticipate that your item will be available for shipment by [expected date]. We will notify you immediately once it is ready to be sent out. In the meantime, you can track the status of your order on our website or by contacting our customer service team at [Customer Service Contact Information].

Thank you for your understanding. We value your business and are committed to ensuring that you receive your order as soon as possible.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]