

# Notification of Extended Backorder

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that your recent order #[Order Number] is currently on backorder. Unfortunately, we have encountered a delay in the supply chain that is beyond our control, and we anticipate that your order will be further delayed.

We expect to have the items available for shipment by [Estimated Delivery Date]. We understand that this may cause inconvenience, and we sincerely apologize for the delay.

If you have any questions or would like assistance with your order, please feel free to contact our customer service team at [Customer Service Phone Number] or [Email Address].

Thank you for your understanding and patience during this time.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Contact Information]