

**Dear [Client's Name],**

We hope this message finds you well. We are writing to provide you with an update on the status of your backordered items.

We appreciate your patience and understanding as we work to fulfill your order. Currently, your backordered items are expected to arrive by [Expected Date]. We are closely monitoring the situation and will keep you informed of any changes to this timeline.

If you have any questions or require further assistance, please do not hesitate to reach out to us. Thank you for your continued support.

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