

Important Shipment Update

Dear Valued Customer,

We are reaching out to inform you about an unexpected delay in the shipment of your recent order due to stock availability issues. We understand how important it is for you to receive your items on time, and we sincerely apologize for any inconvenience this may cause.

We are currently working diligently with our suppliers to resolve this issue and expedite the shipment of your order. As of now, we anticipate that your order will be shipped by **[insert expected ship date]**.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at **[insert contact information]**.

Thank you for your understanding and patience during this time.

Sincerely,

[Your Company Name]
Customer Service Team