

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that the item(s) you ordered, [Item Name], are currently out of stock due to unforeseen circumstances. We understand how frustrating this can be and sincerely apologize for any inconvenience this may cause.

We are doing our best to resolve this issue and expect to have the item(s) back in stock by [Expected Date]. Once the item(s) are available, we will ship your order immediately and send you a confirmation email.

Thank you for your patience and understanding. If you have any questions or would like assistance with your order, please feel free to reach out to our customer support team at [Customer Support Contact].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]