

# Notification of Shipment Delay

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your order #[Order Number], placed on [Order Date], is experiencing a delay due to certain items being out of stock.

We understand the inconvenience this may cause, and we are actively working with our suppliers to restock the necessary items as quickly as possible. We expect to have updated information regarding your shipment within the next [insert time frame, e.g., 3-5 business days].

As soon as the items are back in stock, we will process your shipment and send you a confirmation email with tracking details.

Thank you for your understanding and patience during this time. If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]