

Shipment Delay Notice

Dear [Recipient Name],

We are writing to inform you that your recent order with us has been delayed due to unavailability of stock. We understand how important this order is to you and apologize for any inconvenience this may cause.

We are currently working diligently to resolve this issue and expect to have the necessary stock available by [Expected Stock Availability Date]. We will keep you updated on the status of your order and any changes to the estimated delivery date.

Thank you for your understanding and patience in this matter. If you have any questions or need further assistance, please do not hesitate to contact us at [Customer Service Email] or [Customer Service Phone Number].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]