

Update on Your Shipment

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an update regarding your recent order with us, order number [Order Number].

Due to unforeseen inventory shortages, your shipment has been delayed. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause to your plans.

We are actively working to resolve this issue and expect to have your items back in stock by [Expected Date]. Once they are available, we will prioritize the shipping of your order and keep you informed every step of the way.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]