

Notification of Incomplete Delivery

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that your recent order #[Order Number] has been partially delivered. Due to [reason for incomplete delivery], we were unable to deliver the entire order as scheduled.

The following items were delivered:

- [Item 1]
- [Item 2]
- [Item 3]

However, the following items are still pending:

- [Missing Item 1]
- [Missing Item 2]

We are currently working on resolving this issue and expect to complete the delivery by [Expected Delivery Date]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]