

Follow-Up on Incomplete Order Items

Dear [Customer's Name],

I hope this message finds you well. We are following up regarding your recent order #[Order Number] placed on [Order Date].

We noticed that some items from your order are still pending shipment. The incomplete items are as follows:

- [Item 1 Name] - [Item 1 Quantity]
- [Item 2 Name] - [Item 2 Quantity]
- [Item 3 Name] - [Item 3 Quantity]

Please let us know if you would like us to update you on the expected delivery dates for these items or if you have any other concerns.

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]