

Missing Item Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that there has been an issue with your recent order [Order Number] placed on [Order Date]. Unfortunately, one or more items appear to be missing from your shipment.

Missing Item(s):

- [Item Name 1]
- [Item Name 2]

We sincerely apologize for any inconvenience this may cause. Please rest assured that we are looking into the matter and will resolve it as quickly as possible.

If you have any questions, please feel free to reach out to our customer service team at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]