

Apology for Stock Shortage on Delivery

Dear [Customer's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent stock shortage that affected your order #[Order Number] placed on [Order Date]. We understand how important it is for you to receive your items promptly and we regret any inconvenience this may have caused.

Please know that this was an unforeseen circumstance and we are actively working to resolve the issue. We are currently expediting the restocking of the items you ordered, and we hope to have them shipped to you by [Expected Shipping Date].

To make amends for this situation, we would like to offer you a [Discount/Compensation Details] on your next purchase with us. Your satisfaction is our top priority and we appreciate your understanding in this matter.

Thank you for your patience and support. 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 Name]
[Your Company Contact Information]