

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a recent shortfall in merchandise associated with your order, reference number [Order Number].

Due to [reason for shortfall, e.g., supply chain disruptions, inventory discrepancies], we regret to inform you that we are unable to fulfill your complete order at this time. The items affected include:

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

We understand how important this order is to you and are working diligently to resolve the situation. We expect to have the missing items available by [expected date], and we will keep you updated on the status.

We sincerely apologize for the 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 continued support.

Best regards,

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