

# Order Status Follow-Up

Dear [Customer's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your recent order with us.

Order Number: [**Order Number**]

Date of Order: [**Order Date**]

Items Backordered: [**List of Items**]

As of today, we regret to inform you that the following items from your order are still on backorder:

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

We understand that this may be an inconvenience, and we are actively working to resolve the issue. We expect to have an update on the availability of these items by [**Expected Date**].

Thank you for your patience and understanding. If you have any questions or need further assistance, please don't hesitate to reach out to us.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]