

# Letter of Acknowledgment for Unfulfilled Product Order

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to acknowledge the receipt of your order placed on [Order Date] for [Product Name/Description]. Unfortunately, we regret to inform you that we are unable to fulfill your order due to [briefly state reason, e.g., supply chain issues, inventory shortages, etc.].

We understand the inconvenience this may cause, and we are actively working to resolve the issue. Please be assured that we value your business and are committed to serving you.

As a next step, we recommend [suggest a course of action, e.g., waiting for restock, suggesting alternative products, or issuing a refund].

Thank you for your understanding. If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]