

Notification of Product Shortage

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, we are currently experiencing a shortage of [Product Name]. We understand that this may cause inconvenience and we sincerely apologize for any disruption this may cause to your plans.

We are actively working with our suppliers to resolve the issue and restore availability as quickly as possible. We expect the product to be back in stock by [Expected Date].

In the meantime, we would like to offer you [Alternative Product/Discount]. Please reach out to our customer service team if you have any questions or require assistance.

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]