

Letter of Regret for Delayed Product Availability

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the availability of the [Product Name] that you ordered on [Order Date].

Due to [brief explanation of the cause of the delay, e.g., supply chain issues, increased demand], we regret to inform you that we are unable to fulfill your order at this time. We understand this may cause inconvenience and sincerely apologize for any disruption this may cause to your plans.

We are actively working to resolve this issue and anticipate that your order will be available by [New Estimated Availability Date]. As a valued customer, we appreciate your patience and understanding.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact us at [Customer Service Email or Phone Number].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]