

Reminder: Backordered Items Update

Dear [Customer Name],

We hope this message finds you well. We are reaching out to remind you that your order placed on [Order Date] contains items that are currently backordered:

- [Item 1 Name] - Estimated arrival: [Estimated Date]
- [Item 2 Name] - Estimated arrival: [Estimated Date]
- [Item 3 Name] - Estimated arrival: [Estimated Date]

We understand the inconvenience this may cause, and we appreciate your patience as we work to fulfill your order. If you have any questions or wish to make changes, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]