

Important Notice Regarding Product Delays

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an inventory shortfall that affects your recent order (Order # [Order Number]) placed with us on [Order Date].

Due to unforeseen circumstances, including [briefly explain reasons such as supply chain disruptions, increased demand, etc.], we are currently experiencing delays in fulfilling your order. We understand how important this product is to you, and we sincerely apologize for any inconvenience this may cause.

We are actively working to resolve the issue and anticipate that your order will be shipped by [Proposed Shipping Date]. We will keep you updated on any changes to this timeline.

As a token of appreciation for your patience and understanding, we would like to offer you [mention any compensation, if applicable].

Thank you for your understanding and support during this time. If you have any further questions or concerns, please do not hesitate to reach out to our customer service team at [Customer Service Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]