

# Order Processing Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in processing your recent order #[Order Number], placed on [Order Date].

Unfortunately, some of the items you ordered are currently back-ordered. The expected shipping date for these items is [Expected Shipping Date]. We understand this may be disappointing, and we apologize for any inconvenience this may cause.

Please rest assured that we are working diligently with our suppliers to expedite the processing of your order. If you would like to modify your order or need further assistance, please do not hesitate to contact us at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your understanding and patience.

Sincerely,  
[Your Company Name]  
[Your Contact Information]