[Print or insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

Thank you for your recent order fo   nfortunately this item is currently out of stock and is due for delivery to us

This will therefore be available for   or could be delivered to you by <<Date>>. We hope that this will b

Alternatively, you may be intereste   s>>. This is in fact very similar in content/performance and is aimed   uping>>. It is priced at <<Price per Item>>, but we are able to offer it t   e per Item>>.

We apologise for not being apply t   ducts>> you requested. Sales of that particular <<Items/products>> hav   xpectations and we are therefore in the process of restocking.

Yours sincerely,

<<Name>>
<<Title>>