

Formal Apology Letter

Subject: Apology for Out of Stock Item

Dear [Customer Name],

We sincerely apologize for the inconvenience caused due to the unavailability of [Product Name] that you ordered. Unfortunately, the item is currently out of stock.

We are actively working to replenish our inventory and will notify you as soon as the product becomes available. We greatly appreciate your patience and understanding.

As a token of apology, we are offering [Discount, Voucher, or Alternative]. Please contact us if you would like assistance choosing a substitute product.

Sincerely,

[Your Name/Company Name]

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