

Partial order shipment notification

Subject: Partial Shipment Update - Order #[Order Number]

Hello [Customer Name],

We wanted to update you on your recent order. Part of your order has shipped today, with the remaining items to follow shortly.

What's Shipping Today:

[List of items in current shipment]

Tracking Number: [Tracking Number]

Expected Delivery: [Date]

Still Processing:

[List of remaining items]

Expected Ship Date: [Date]

Reason for Delay: [Brief explanation]

We apologize for not being able to ship your complete order together. This partial shipment ensures you receive the available items as quickly as possible while we prepare the remaining products.

You will receive a separate shipping confirmation email when the rest of your order ships. No additional shipping charges will apply for the second shipment.

Thank you for your understanding and patience.

Best regards,

[Company Name] Order Fulfillment Team

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