<today>

<company.organization>
<company.address1.>
<company,city>,<company.state> <company.zip>

<salutation>

We must inform you that we are unable to complete your entire order of <date> as requested. The items listed below are unavailable at the present time. We expect to have them available no later than <date>. We shall, with your permission, back-order them and ship them at their earliest availability.

     <Items back-ordered>

If you have any questions or comments regarding this action, please contact me directly. Thank you.

Sincerely,