[Date]

[Store Name]
[Store Address]
[City, State, Zip Code]

Dear [Customer Name],

We are writing to inform you that we are currently experiencing a temporary inventory shortage regarding [Product Name/Category].

Due to unexpected local market demand and supply chain delays, we are currently out of stock. We understand that this may be an inconvenience and we sincerely apologize for the delay.

Our team is working closely with our suppliers to restock as quickly as possible. We expect to have the items back in our inventory by [Expected Date].

In the meantime, we can offer the following options:

- Place a backorder to reserve the item for you.
- Consider a similar alternative: [Alternative Product Name].
- Receive a notification via email once the item is back in stock.

Thank you for your patience and for supporting our local business. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]