

Supplier Delivery Delay Acknowledgment

Date: [Insert Date]

To: [Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Name],

We are writing to acknowledge receipt of your communication regarding the delay in the delivery of our order #[Order Number], originally scheduled for delivery on [Original Delivery Date].

We sincerely apologize for any inconvenience this may have caused. We understand the importance of timely deliveries and appreciate your efforts to keep us informed.

We value our partnership and are hopeful for a swift resolution to this matter. Please provide us with an updated delivery schedule at your earliest convenience.

Thank you for your attention to this matter. We look forward to continuing our successful collaboration.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]