

# Letter of Delivery Postponement

**[Your Company Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Supplier's Name]**

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to inform you that due to unforeseen circumstances, we regret to inform you that the delivery scheduled for [original delivery date] will need to be postponed. We sincerely apologize for any inconvenience this may cause.

We are currently working to resolve the issues that have arisen and we anticipate that the delivery can be rescheduled for [new proposed delivery date]. We are committed to maintaining our partnership and will keep you updated on the situation as it develops.

Thank you for your understanding and cooperation in this matter. Please feel free to reach out to us if you have any questions or need further information.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]