

Notification of Product Delay

Date: [Insert Date]

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you that there has been an unexpected delay in the delivery of the products we ordered. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause to your schedule.

We are currently working closely with our logistics team to resolve the issues and ensure that your products are delivered as soon as possible. We expect the shipment to be dispatched by [Insert Expected Dispatch Date].

Thank you for your understanding and patience during this time. We value our partnership and are committed to keeping you informed about any updates regarding this matter.

If you have any further questions or need assistance, please do not hesitate to reach out to us.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]