

# Notice of Supply Chain Delay

Date: [Insert Date]

Dear [Recipient Name],

We are writing to inform you that due to unforeseen circumstances, we are experiencing a delay in our supply chain that affects your order #[Insert Order Number].

We sincerely apologize for any inconvenience this may cause you. We are actively working to resolve the issue and ensure that your order is delivered as soon as possible.

We appreciate your understanding and patience during this time. Please feel free to reach out to us at [Insert Contact Information] if you have any questions or require further assistance.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]