

Supplier Transport Delay Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Subject: Notice of Transport Delay

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an unexpected delay in the transport of your recent order, originally scheduled for delivery on [Original Delivery Date].

Due to [brief explanation of the cause of the delay, e.g., unforeseen circumstances, supplier issues, etc.], we regret to inform you that the delivery will now be rescheduled to [New Estimated Delivery Date]. We understand the importance of timely delivery and are truly sorry for any inconvenience this may cause you.

Please rest assured that we are taking every possible measure to expedite the process, and we are committed to keeping you updated throughout this situation.

Your satisfaction is our priority, and we deeply appreciate your understanding and patience during this time. If you have any questions or concerns, please feel free to reach out to us directly at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]