

# Production Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay in the production schedule of your order due to labor shortages we are currently experiencing.

Despite our best efforts to maintain our production timelines, a significant reduction in available workforce has impacted our ability to meet the expected delivery dates. We understand the importance of this order to your operations and are actively working to resolve the staffing issue.

We anticipate that your order will be delayed by approximately [insert estimated delay period]. We are committed to keeping you updated on our progress and will provide a revised delivery schedule as soon as possible.

We sincerely apologize for any inconvenience this may cause and thank you for your understanding and patience during this challenging time.

If you have any questions or require further information, please do not hesitate to contact us directly at [Insert Contact Information].

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]