

Production Delay Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the production of [Product Name] due to supply chain issues.

Recently, we encountered disruptions in our supply chain which have affected our ability to procure essential materials. Despite our best efforts to mitigate the situation, these challenges have led to a delay in our production schedule. As a result, we anticipate that the delivery of your order will be pushed back to [New Estimated Delivery Date].

We understand the inconvenience this may cause and are actively working with our suppliers to resolve these issues as quickly as possible. Please rest assured that we are committed to keeping you updated on the progress of your order.

We appreciate your understanding and patience during this time. Should you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]