

# Letter of Notification: Production Delay

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of a delay in the production of your recent order (Order Number: [Insert Order Number]).

Unfortunately, we have encountered quality control issues that require our immediate attention to ensure that we meet our high standards and deliver a product that meets your expectations. Our team is currently working diligently to resolve these issues.

We appreciate your understanding and patience during this time. We are committed to keeping you updated on our progress and will notify you as soon as the issues have been resolved and your order is back on schedule.

If you have any questions or require further information, please feel free to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]