

Notification of Production Delay

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to inform you of an unexpected delay in our production schedule due to necessary regulatory compliance requirements. It has come to our attention that additional documentation and verification are required to meet the compliance standards set forth by [Regulatory Body].

While we prioritize adherence to these regulations to ensure the quality and safety of our products, we regret to inform you that this will impact our anticipated delivery timeline. We are actively addressing the compliance requirements and have implemented measures to expedite the process.

We expect to resume normal production by [Estimated Date], and we will keep you updated on our progress. We sincerely apologize for any inconvenience this may cause and appreciate your understanding and support during this time.

Thank you for your ongoing cooperation. Should you have any questions or need further information, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]