

Production Delay Notification

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that due to scheduled maintenance, there will be a temporary delay in our production processes. This maintenance is necessary to ensure the continued quality and reliability of our products.

The maintenance is scheduled to take place from [Start Date] to [End Date]. During this period, production will be halted, and we anticipate that your deliveries will be affected.

We understand the importance of timely deliveries and are doing everything possible to minimize the impact of this maintenance on your orders. We will keep you updated as we approach the end of the scheduled maintenance period.

Thank you for your understanding and support during this time. Please feel free to reach out if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]