

Notice of Postponement

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that the arrival of the scheduled medical supplies has been postponed due to unforeseen circumstances. We understand the critical nature of these supplies and are making every effort to expedite the process.

The new estimated arrival date is [Insert New Date]. We will keep you updated on any changes to this timeline.

We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]