

Shipping Disruption Alert

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a planned shipping disruption that may affect your upcoming orders.

Due to [reason for disruption, e.g., maintenance, holiday, weather conditions], we expect shipping delays starting from [start date] to [end date]. During this period, we will do our best to minimize disruptions, but some orders may be affected.

We appreciate your understanding and patience during this time. Please feel free to reach out to our customer service team at [contact information] if you have any questions or concerns.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]