

Letter of Acknowledgment

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Representative],

We are writing to formally acknowledge the notification of the supply disruption you have communicated to us regarding [specific products/services] scheduled for delivery on [date]. We understand that unforeseen circumstances have impacted your ability to deliver as per our agreed schedule.

We appreciate your prompt communication regarding this issue and would like to discuss ways we can collaboratively work towards minimizing the impact on our operations. Please provide us with an updated timeline for the expected deliveries and any alternatives you may suggest.

Thank you for your attention to this matter. We look forward to your prompt response.

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]