

Confirmation of Understanding: Vendor Supply Disruption

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Confirmation of Understanding Regarding Supply Disruption

Dear [Vendor Contact Name],

We acknowledge receipt of your notification regarding the disruption in the supply of [specific goods/services] due to [reason for disruption]. We understand the situation and appreciate your timely communication.

As discussed, we anticipate the following impacts on our operations:

- [Impact 1]
- [Impact 2]
- [Impact 3]

Please confirm that you are actively working on a resolution and provide us with any updates regarding timelines or alternative solutions.

Thank you for your attention to this matter. We value our partnership and look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]