

Follow-Up on Vendor Supply Disruption

Dear [Vendor's Name],

I hope this message finds you well. I am following up on my previous communication dated [insert date], regarding the supply disruption we have been experiencing with your products.

As we discussed, the delay has impacted our operations significantly, and we are eager to understand the current status of the situation. We would appreciate any updates you could provide regarding the expected timeline for the resumption of regular supply.

Thank you for your attention to this matter. We value our partnership and hope to resolve this issue promptly.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]