

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request an update regarding the current supply disruption we are experiencing with your products. We have noticed delays in our recent orders, and it is essential for us to understand the situation better to manage our inventory and customer expectations effectively.

Please provide us with any information regarding the cause of the disruption, expected timelines for resolution, and any necessary actions we should take during this period. Your prompt response will greatly assist us in planning our next steps.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]