

Supplier Delay Notification

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to officially notify you of a delay in the delivery of [specific goods/services] as per our contractual obligations under the contract dated [contract date]. According to our latest communications, the revised delivery date is now set for [new delivery date].

This delay may have significant implications on our operations, and we kindly request that you provide us with a detailed explanation of the reasons for this delay, as well as any measures you are taking to ensure timely delivery going forward.

We appreciate your prompt attention to this matter and hope to resolve this issue swiftly to minimize any disruptions. Please confirm receipt of this notification and provide the requested information at your earliest convenience.

Thank you for your understanding, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]