

Notification of Delay in Delivery

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Dear [Supplier's Contact Name],

We are writing to inform you that we have received notification regarding the delay in the delivery of raw materials, originally scheduled for [original delivery date]. We understand that unforeseen circumstances have caused this delay, and we appreciate your communication regarding this matter.

As our production schedule is dependent on the timely delivery of these materials, we would like to request an updated delivery timeline. This information will help us manage our operations and communicate effectively with our stakeholders.

We value our partnership and understand that unexpected events can occur. Please let us know if there is anything we can do to assist in expediting the delivery process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]