

# Supplier Delay Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally notify you of a delay in the delivery of the equipment we have procured from your company. The originally scheduled delivery date of [Insert Original Delivery Date] has been impacted due to [briefly explain reason for delay, e.g., unforeseen circumstances, supply chain issues, etc.].

We understand the importance of this equipment to your operations and are actively working with our logistics team to minimize the delay. The revised estimated delivery date is now set for [Insert New Delivery Date]. We appreciate your understanding and cooperation in this matter.

If you have any questions or need further clarification, please do not hesitate to contact us at [Insert Your Contact Information].

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]