

# Notification of Delay in Inventory Restocking

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you that we are experiencing an unexpected delay in the delivery of your recent order, originally scheduled for [Original Delivery Date]. Due to [brief explanation of the cause of delay, e.g., supply chain disruptions, unforeseen circumstances], we anticipate that the items will now be delivered by [New Estimated Delivery Date].

We understand that this may cause inconvenience to your operations and we sincerely apologize for the disruption. We are taking all necessary steps to expedite the process and ensure that the delivery occurs as soon as possible.

Please feel free to reach out to us if you have any questions or require further assistance. We value your partnership and appreciate your understanding in this matter.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]