

Supplier Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a delay in the shipment of the manufacturing supplies we ordered from you on [Insert Order Date]. Due to [brief explanation of the reason for delay, e.g., supply chain issues, unforeseen circumstances], we regret to inform you that the delivery originally scheduled for [Original Delivery Date] will now be postponed.

We understand that this may affect your operations, and we want to assure you that we are doing everything possible to resolve the situation quickly. We expect to receive the supplies by [New Expected Delivery Date], and we will keep you updated should there be any further changes.

Thank you for your understanding and patience during this time. Please feel free to reach out if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]