

Supplier Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an unforeseen delay in the delivery of the outsourced services originally scheduled for [Insert Original Delivery Date]. Due to [insert reason for delay], we anticipate that the delivery will now occur on or around [Insert New Delivery Date].

We understand that this may affect your operations, and we are doing everything possible to mitigate the delay. Our team is actively working on [Insert any measures taken to resolve the issue]. We appreciate your understanding and patience in this matter.

Please feel free to reach out if you have any questions or need further assistance. We value our partnership and are committed to providing you with the highest level of service.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]