

Supplier Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a delay in the shipment of your recent order with us, originally scheduled for delivery on [Original Delivery Date]. Unfortunately, due to [Reason for Delay, e.g., supply chain issues, manufacturing delays], we are unable to meet this timeline.

We are actively working to resolve this issue and anticipate that your order will now be shipped by [New Expected Delivery Date]. Please rest assured that we are taking all necessary measures to expedite the process and minimize any inconvenience caused to you and your team.

We sincerely apologize for any disruption this may cause and appreciate your understanding and patience during this time. If you have any questions or require further assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued partnership.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]