

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 about an unexpected delay in the delivery of components related to the [Project Name]. Due to [brief explanation of the reason for the 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 until [new delivery date].

We understand the impact this may have on the project timeline and are doing everything possible to expedite the process. Our team is currently working closely with our suppliers to resolve the issues as swiftly as possible.

We appreciate your understanding in this matter and will keep you updated on the situation. Please feel free to reach out if you have any questions or require further information.

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]