

Supplier Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

We are writing to inform you about an unexpected delay in the supply of [specific products or services] that we had scheduled for delivery on [original delivery date]. Unfortunately, due to [brief reason for delay], we are unable to meet the originally agreed timeline.

We are currently working diligently to resolve these issues and expect to have the products/services delivered by [new estimated delivery date]. We understand the importance of timely delivery and sincerely apologize for any inconvenience this may cause to your operations.

Please rest assured that we are taking all necessary measures to expedite this process, and we will keep you updated on our progress.

Thank you for your understanding and support. Should you have any questions or require further assistance, please do not hesitate to contact me directly at [Your Contact Information].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

Email: [Your Email]