

Urgent Order Delay Notification

To: [Supplier Name]

From: [Your Company Name]

Date: [Date]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to inform you of an urgent delay regarding our recent order #[Order Number] placed on [Order Date]. We were expecting delivery by [Expected Delivery Date], but it has come to our attention that there may be an unforeseen delay.

This order is critical for our operations, and we kindly request your immediate attention to resolve this issue. Please provide us with an updated delivery timeline as soon as possible, along with any details regarding the cause of the delay.

We appreciate your cooperation and understanding in this matter. It is imperative that we work together to ensure our timelines are met.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]