

Supplier Limited Operations Notification

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

We are writing to inform you that due to [reason for limited operations], our operations will be limited from [start date] to [end date]. During this period, there may be delays in processing orders and responding to inquiries.

We appreciate your understanding and patience during this time. Please rest assured that we are taking all necessary measures to resume normal operations as quickly as possible.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Contact Information]