

Supplier Operational Interruption Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of an operational interruption affecting our supply services that will impact scheduled deliveries. This interruption is due to [briefly explain the reason, e.g., unforeseen circumstances, maintenance, etc.].

The expected duration of this interruption is from [start date] to [end date]. We are making every effort to minimize the impact and resume normal operations as quickly as possible.

Please feel free to reach out to us with any questions or concerns. We apologize for any inconvenience this may cause and appreciate your understanding during this time.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]