

# Supplier Pause in Operations Notification

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Notification of Temporary Pause in Operations

Dear [Supplier's Name],

We hope this message finds you well. We would like to inform you that due to [reason for pause, e.g., unforeseen circumstances, maintenance, etc.], we will be temporarily pausing operations starting from [start date] until [end date].

During this period, we kindly request your understanding and cooperation as we work towards resolving these issues. We will keep you updated on any changes to this timeline.

Should you have any questions or need further clarification, please do not hesitate to reach out to us at [contact information].

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]