

Supplier Work Stoppage Advisory

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Advisory of Work Stoppage

Dear [Supplier Name],

We are writing to formally inform you of a work stoppage that will affect our operations beginning on [start date] and expected to continue until [end date]. This decision has been necessitated due to [brief reason for stoppage].

We understand that this may cause inconvenience and are committed to working closely with you to minimize disruptions during this period. We appreciate your understanding and cooperation in this matter.

Please confirm receipt of this advisory and inform us of any immediate concerns or questions you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]