

# Supplier Freight Complications Notice

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Notification of Freight Complications

Dear [Supplier Contact Name],

I hope this message finds you well. We are writing to inform you of some complications we have encountered with the freight arrangements pertaining to our recent orders.

On [insert date of the incident], we experienced [briefly describe the complication, e.g., delays, damage, etc.]. This has resulted in [explain the impact on your operations, if necessary].

We are currently in the process of resolving this situation and would appreciate your cooperation and assistance. Could you please provide us with an update regarding [specific requests or information needed from the supplier]?

Thank you for your attention to this matter. We value our partnership and look forward to resolving these issues promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]