

Dear [Supplier's Name],

I hope this message finds you well. We are writing to inform you of a logistical issue that has arisen concerning our recent order with you, [Order Number].

Due to [describe the issue briefly, e.g., delayed shipment, damaged goods], we are currently unable to proceed as planned. We expect this to affect our delivery timeline, and we want to keep you informed about the situation.

We kindly ask for your assistance in resolving this matter as quickly as possible. Please provide us with an update on the status of our order and any corrective actions you are implementing.

Thank you for your attention to this important matter. We look forward to your prompt response.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]