

# Transport Disruption Alert

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a disruption in our transport services that may affect the delivery of your orders.

Due to [brief description of the cause of the disruption, e.g., severe weather conditions, logistical issues, etc.], we are experiencing delays in our transport schedule. We are actively working to resolve these issues and minimize the impact on our delivery commitments.

We anticipate that deliveries scheduled between [start date] and [end date] may be affected. We encourage you to plan accordingly and reach out to us if you have any urgent needs during this period.

We apologize for any inconvenience this may cause and appreciate your understanding. We will keep you updated on the situation and notify you as soon as normal operations resume.

If you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Thank you for your continued support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]