

Transportation Setbacks Notice

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Address: [Your Company Address]

Dear [Supplier's Contact Name],

We are writing to inform you of a recent setback in the transportation of goods scheduled for delivery on [Insert Delivery Date]. Unfortunately, due to [reason for setback, e.g., supply chain disruptions, unforeseen weather conditions], we are experiencing delays that may impact our current operations.

We understand the importance of timely deliveries and assure you that we are working diligently to resolve these issues. We kindly ask for your understanding during this time and will keep you updated on any changes to the expected delivery schedule.

Please let us know if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]