

Alert: Bottlenecked Deliveries

Dear [Recipient's Name],

We are writing to inform you of a concerning delay in our delivery schedules that has resulted in bottlenecked deliveries.

Due to [reason for bottleneck such as supply chain issues, increased demand, etc.], we are experiencing a significant backlog. As a result, your orders placed on [insert date(s)] may not arrive on the expected dates.

We understand the inconvenience this may cause and are actively working to resolve the issue. Our team is focused on expediting the necessary processes to minimize delays.

Please feel free to reach out to our customer service team at [contact information] for any questions or concerns you may have.

We appreciate your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]