

Notification of Technical Difficulties

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you that we are currently experiencing technical difficulties that may affect our operations and our collaboration with you.

Details of the issue are as follows:

- **Description:** [Brief description of the technical issue]
- **Impact:** [Explain how this affects the vendor]
- **Expected Resolution Time:** [Estimated time frame for resolution]

We are working diligently to resolve this matter as quickly as possible and will keep you updated on our progress. We appreciate your understanding and patience during this time.

If you have any questions or concerns, please do not hesitate to reach out at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

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