

Notice of Delayed Production

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay in the production schedule of your order due to a shortage of essential materials.

Despite our ongoing efforts to source the required materials from alternative suppliers, unforeseen market conditions have significantly impacted our inventory levels. We understand the importance of timely delivery and are taking all necessary steps to resolve this issue as quickly as possible.

We anticipate that production will resume on [insert estimated date], pending the arrival of materials. We will keep you updated on any developments and appreciate your understanding during this challenging time.

Please feel free to reach out if you have any questions or require further assistance.

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]