

# Notice of Supply Chain Disruption

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an unexpected disruption in our supply chain affecting the availability of certain raw materials crucial to our production processes. Due to [insert reason, e.g., increased demand, transportation issues, etc.], we anticipate delays in our supply timeline.

We are actively engaging with our suppliers to mitigate the impact and secure alternative sources. However, we wanted to keep you informed as we may experience delays in fulfilling orders originally scheduled for [insert timeframe].

Your understanding and support during this time are greatly appreciated, and we assure you that we are taking all necessary steps to resolve the situation promptly. We will keep you updated on our progress and appreciate your patience.

Please feel free to reach out to us at [insert contact information] if you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]