

**Dear [Recipient's Name],**

I hope this message finds you well. I am writing to inform you about an unexpected halt in our production schedule that occurred on [Date].

This interruption was caused by [brief explanation of the cause, e.g., machinery failure, supply chain issues, etc.]. We understand the impact this may have on your operations and want to assure you that we are taking immediate steps to rectify the situation.

Our team is actively working to resolve the issue, and we expect to resume normal operations by [expected date of resumption]. We appreciate your understanding and patience during this challenging time.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

**Sincerely,**

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]