

Formal Alert: Delivery Delays

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Urgent: Notification of Delivery Delays

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally notify you of recent delivery delays that have affected our operations. We understand that unforeseen circumstances can arise, and we appreciate your ongoing partnership.

However, we must address the impact these delays are having on our supply chain and overall business performance. Timely delivery is crucial for us to meet our commitments to our customers, and we kindly request your immediate attention to this matter.

We ask that you provide us with an updated delivery schedule and any necessary actions we can take to expedite the process. Your prompt response will greatly assist us in mitigating any further disruptions.

Thank you for your attention to this urgent matter. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]