

Important Announcement: Supply Chain Delay

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in our supply chain that may impact your upcoming orders.

Due to [brief explanation of the cause of the delay, e.g., increased demand, transportation issues, etc.], we are experiencing longer than anticipated lead times. We understand the importance of timely delivery and are actively working to resolve these issues as quickly as possible.

We expect to resume normal shipping operations by [provide estimated timeline], and we will keep you updated on any changes to this schedule. We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]