

# Supply Chain Interruption Advisory

**Date:** [Insert Date]

**To:** [Recipient Name]

**Company:** [Recipient Company Name]

**Subject:** Advisory on Supply Chain Interruption

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about a recent interruption in our supply chain that may affect our ability to meet your order requirements in a timely manner.

The disruption has been caused by [briefly explain cause, e.g., "logistical challenges due to severe weather conditions"]. We are actively working with our suppliers and logistics partners to mitigate this impact and resume normal operations as soon as possible.

We understand the importance of your operations and are committed to maintaining open communication regarding any changes to our delivery schedules. We will provide further updates as more information becomes available.

We appreciate your understanding and patience during this challenging time. If you have any questions or need to discuss alternative solutions, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]