

# Subject: Notification of Supply Chain Issue

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a supply chain issue that has arisen concerning our recent order of [Product/Service Name].

Due to [brief explanation of the issue, e.g., unexpected delays, weather conditions, supplier shortages], we are currently experiencing a delay in delivering your order, which was initially scheduled for [original delivery date].

We are actively working to resolve this issue and expect to have more information by [date]. We appreciate your understanding and patience during this time.

Should you have any questions or require further assistance, please do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]