

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a recent setback in our supply chain that may affect our scheduled deliveries.

Due to [specific reason for the setback, e.g., unexpected delays from suppliers, transportation issues], we anticipate a delay in fulfilling your order #[Order Number]. We are actively working with our partners to resolve this issue and minimize any inconvenience it may cause.

We expect to have this matter resolved by [estimated resolution date]. We will keep you updated on our progress and notify you as soon as your order is ready for shipment.

We sincerely apologize for any disruption this may cause to your operations and appreciate your understanding during this time.

Thank you for your continued partnership.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]