

Delivery Delay Notification

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you of an unforeseen delay in the delivery of our recent order, [Order Number]. The expected delivery date has been pushed back to [New Delivery Date] due to [reason for delay].

We understand the importance of timely deliveries and sincerely apologize for any inconvenience this may cause. We are actively working with our logistics team to expedite the process and will keep you updated on any further developments.

Thank you for your understanding and support in this matter. Please do not hesitate to reach out if you have any questions or require further clarification.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]