

Urgent Delivery Update

Dear [Supplier's Name],

I hope this message finds you well. We are writing to inform you of an urgent update regarding our recent order placed on [Order Date]. Due to unforeseen circumstances, we are experiencing a delay in the delivery schedule.

The new expected delivery date is [New Delivery Date]. We understand the importance of timely delivery and are actively working with our logistics team to ensure that your order arrives as quickly as possible.

Please accept our sincerest apologies for any inconvenience this may cause. We appreciate your understanding and cooperation during this time.

If you have any questions or need further assistance, please do not hesitate to reach out to us directly.

Thank you for your attention to this matter.

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