

Supply Chain Disturbance Alert

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Alert on Supply Chain Disturbances

Dear [Recipient Name],

We are writing to inform you of current disruptions impacting our supply chain operations. Due to [briefly explain the cause of the disturbance, e.g., "recent natural disasters," "supplier issues," or "logistical challenges"], we are experiencing delays in the delivery of essential materials.

We are actively working to mitigate these challenges and are in communication with our suppliers to ensure minimal impact on our operations. We anticipate that normal supply conditions will resume by [insert estimated date].

We appreciate your understanding and patience during this time. Please do not hesitate to reach out if you have any questions or require further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]