

Subject: Notification of Changes Due to Supply Chain Challenges

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of some important changes that have occurred due to ongoing supply chain challenges impacting our operations.

As a result of these challenges, we must implement the following changes:

- **Product Availability:** [Details about specific products that may be delayed or unavailable.]
- **Delivery Times:** [Information regarding changes in expected delivery times.]
- **Pricing Adjustments:** [Details about any necessary price adjustments.]

We want to assure you that we are doing everything possible to mitigate these challenges and continue to provide you with the highest level of service. Your understanding and support during this time are greatly appreciated.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Contact Information]