

# Immediate Supply Chain Issue Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Urgent: Immediate Supply Chain Issue

Dear [Recipient Name],

We are writing to inform you of an immediate issue impacting our supply chain that requires your urgent attention. Due to [brief explanation of the issue, e.g., supplier delays, transportation disruptions], we are currently facing challenges that may affect our delivery schedules.

We are actively working to resolve this situation by [mention steps being taken to address the issue, e.g., sourcing alternative suppliers, adjusting production timelines]. We estimate that the resolution will take approximately [provide estimated time frame].

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation as we work through this issue. Please feel free to reach out to me directly at [your phone number] or [your email address] if you have any questions or require further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]