

Notification of Supply Chain Interruptions

Date: [Insert Date]

Dear [Recipient's Name],

We are reaching out to inform you about recent interruptions in our supply chain that may impact your orders. Due to [reason for interruption, e.g., shipping delays, material shortages], we are experiencing challenges in meeting our usual delivery timelines.

We are actively working with our suppliers to resolve these issues and anticipate returning to normal operations by [expected resolution date]. In the meantime, we appreciate your understanding and patience as we navigate this situation.

Please feel free to reach out to us at [contact information] if you have any questions or require further assistance.

Thank you for your continued support.

Sincerely,

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