

Supply Chain Complication Advisory

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name] / [Your Position]

Company: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email Address]

Phone: [Your Phone Number]

Subject: Notification of Supply Chain Complications

Dear [Recipient's Name],

We are writing to inform you of a recent complication in our supply chain that may affect our operations and your order fulfillment. Due to [briefly explain the reason, e.g., "unexpected supplier delays," "transportation disruptions," etc.], we have encountered challenges that could impact delivery timelines.

We are actively working to resolve these issues and have taken the following steps to mitigate the impact:

- [Step 1: e.g., "Secured alternative suppliers"]
- [Step 2: e.g., "Increased inventory for key products"]
- [Step 3: e.g., "Enhanced communication with partners"]

We appreciate your understanding and patience during this time. We will keep you updated with any changes to the situation, and we are committed to minimizing any disruption to your operations.

If you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]