

# Notification of Supply Chain Crisis

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a supply chain crisis impacting our operations. Due to [briefly describe the cause of the crisis, e.g. unforeseen circumstances, natural disasters, vendor issues, etc.], we are experiencing significant delays in the delivery of our products.

We understand the importance of timely supply and are actively working to mitigate the impact on your orders. We are collaborating with our partners to find alternative solutions and improve our stock levels.

As a valued customer, we will keep you updated on the situation and any changes that may arise. We appreciate your understanding and support during this challenging time.

If you have any questions or concerns, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]