

Supply Chain Delay Announcement

Date: [Insert Date]

Dear [Customer/Partner Name],

We are writing to inform you about a delay in our supply chain that may affect your recent orders. Due to [brief explanation of reason for delay, e.g., unforeseen circumstances, increased demand, etc.], we are experiencing disruptions that are temporarily impacting our delivery timelines.

We understand the importance of timely delivery for your business and are actively working to resolve these issues. We anticipate that normal operations will resume by [insert expected resolution date]. During this time, we will do our utmost to keep you updated on the status of your orders.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience as we navigate this situation. If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [insert contact information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Contact Information]