

Supply Chain Disruption Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the current situation regarding our supply chain.

As you may be aware, we have been facing significant disruptions due to [briefly explain the reason, e.g., global shortages, transportation delays, etc.]. This has impacted our ability to fulfill orders in a timely manner.

We are actively working with our suppliers and logistics partners to mitigate these challenges and are committed to keeping you updated as the situation evolves.

Thank you for your understanding and support during this time. If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]