

Supply Chain Issue Briefing

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Briefing on Current Supply Chain Issues

Dear [Recipient Name],

I wanted to bring to your attention some current supply chain issues that may impact our operations.

Overview

[Insert a brief overview of the supply chain issues.]

Impact Analysis

[Describe the potential impact on operations, timelines, and costs.]

Proposed Solutions

[Outline any proposed solutions or steps being taken to mitigate the issues.]

Next Steps

[Specify the next steps for addressing these issues.]

Thank you for your attention to this important matter. I look forward to discussing this with you further.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]