

Service Interruption Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an interruption in our supply chain services that may impact our ability to fulfill your orders temporarily.

Due to [brief explanation of the cause, e.g., unforeseen circumstances, natural disaster, etc.], we anticipate that our operations will be affected from [start date] to [end date]. We are actively working to resolve these issues and minimize any disruptions to your service.

During this period, our team will be available to provide any necessary support and updates regarding your orders. Please feel free to reach out to us at [Contact Information] if you have any questions or concerns.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]