

Supply Chain Imbalance Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a supply chain imbalance that has recently come to our attention. Due to [brief description of the issue], we are experiencing discrepancies in our supply chain that may affect your orders.

Currently, we have identified the following impacts:

- Item: [Item Name] - [Description of the imbalance]
- Estimated delay: [Estimated Time]
- Other affected items: [List of Items]

We are actively working to resolve this issue and are taking the following steps:

- [Step 1]
- [Step 2]
- [Step 3]

We appreciate your understanding during this time and will keep you updated on the progress of our efforts to rectify the situation. Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]