

Supply Chain Disruption Assessment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Supply Chain Disruption Assessment

We are writing to inform you about the recent disruptions we have encountered within our supply chain that may affect our operations and partnership. Following a thorough analysis, we have identified several key areas impacted by these disruptions:

- Supplier delays due to [reason]
- Increased shipping costs caused by [reason]
- Reduced availability of critical components
- Changes in demand affecting inventory levels

To mitigate these issues, we are implementing the following strategies:

- Engaging additional suppliers
- Revising inventory management practices
- Enhancing communication protocols with logistics providers

We value our partnership and want to keep you informed as we navigate these challenges. Please feel free to reach out if you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]