

Disclosure Letter for Production Delay

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally inform you of a delay in the production of [Product Name] affected by unforeseen circumstances.

Due to [briefly describe the reason for the delay], we anticipate that the delivery schedule will be affected. The new estimated completion date is [insert new date]. We understand the importance of this timeline for your operations, and we are working diligently to address the issues causing the delay.

We apologize for any inconvenience this may cause and appreciate your understanding and support as we navigate this situation. If you have any questions or require further updates, please do not hesitate to reach out to us directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]