

Official Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Notice of Supply Chain Fluctuations

Dear [Recipient's Name],

We are writing to inform you of recent fluctuations in our supply chain that may affect our operations and your orders. As you are aware, various factors such as [briefly mention factors like market demand, transportation issues, etc.] have led to these changes.

We are actively working to mitigate these impacts by [describe any measures being taken, such as sourcing alternatives, inventory adjustments, etc.]. However, there may be instances of delays or changes in availability.

We appreciate your understanding and patience during this time. Please feel free to reach out if you have any questions or require further information.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]