

Proactive Communication on Supply Chain Impacts

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Important Update on Supply Chain Impacts

Dear [Recipient's Name],

I hope this message finds you well. I am writing to proactively inform you of potential impacts on our supply chain that may affect our operations and delivery timelines.

As you may be aware, [briefly explain the reason for the impact, e.g., recent global events, vendor issues, etc.]. This has led to [describe specific impacts, e.g., delays, shortages, etc.]. We are closely monitoring the situation and taking steps to mitigate any disruptions.

Our team is actively collaborating with our suppliers to source alternative materials and expedite deliveries where possible. We are committed to keeping you updated on the situation and will provide further information as it becomes available.

We appreciate your understanding and support during this time. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company]