

Important Update on Supply Chain Delay

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you of a delay in our supply chain that may affect our current and future orders.

Due to [brief reason for the delay, e.g., unexpected demand, transportation issues, etc.], we are experiencing a delay in our ability to fulfill orders on time. We are actively working to resolve these issues and anticipate that [expected resolution timeframe].

We understand the impact that this may have on your operations and are committed to keeping you updated throughout this process. We appreciate your patience and understanding during this challenging time.

Should you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]