

Notification of Supply Chain Disruption

Date: [Insert Date]

Dear [Stakeholder's Name],

We are writing to inform you about a potential disruption in our supply chain that may affect the timely delivery of products and services. Due to [briefly describe the cause of disruption, e.g., unprecedented demand, natural disaster, etc.], we are experiencing [explain the specifics of the disruption].

We understand the importance of your operations and are actively taking steps to mitigate the impact of this situation. Our team is working diligently to identify alternative solutions and ensure that we minimize disruption as much as possible.

We appreciate your understanding and support during this challenging time. Should you have any questions or require further information, please do not hesitate to reach out to us at [insert contact information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]