

Urgent Notification

Dear [Recipient's Name],

We are writing to inform you of an urgent issue regarding our supply chain that may affect your order.

Due to [brief explanation of the issue, e.g., unforeseen circumstances, transportation delays, etc.], we are experiencing significant delays in our supply chain operations. This may result in a delay in the delivery of your products.

Please be assured that we are actively working to resolve this issue and are doing everything possible to minimize the impact on your orders.

We apologize for any inconvenience this may cause and will keep you updated on the situation as it progresses.

If you have any immediate concerns, please do not hesitate to contact us at [your contact information].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]
[Your Position]
[Your Company]