

# Supplier Break Period Announcement

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of an upcoming break period that will affect our operations.

Please be advised that our company will observe a break period from [Start Date] to [End Date]. During this time, our procurement department will not be processing any orders.

We kindly ask you to plan your supplies accordingly to avoid any disruptions to our workflow. If you have any pending orders, please ensure they are completed by [Deadline Date].

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]