

Notice of Supplier Downtime

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Notification of Scheduled Downtime

Dear [Recipient Name],

We are writing to inform you that our supplier, [Supplier Name], will be undergoing scheduled maintenance resulting in temporary downtime. The downtime is expected to occur from [Start Date/Time] to [End Date/Time].

During this period, there may be delays in order processing and fulfillment. We apologize for any inconvenience this may cause and are working closely with the supplier to minimize the impact on our operations.

Thank you for your understanding and patience in this matter. If you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]