

Notification of Supply Chain Service Interruptions

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Company Name]

Subject: Notification of Supply Chain Service Interruptions

Dear [Insert Recipient Name],

We are writing to inform you about potential interruptions in our supply chain services that may affect our ongoing operations. Due to [insert reason for interruption, e.g., global logistics issues, supplier delays], we expect to encounter delays in [specific products or services affected].

We are actively working with our partners to mitigate these challenges and ensure that our services remain as uninterrupted as possible. We appreciate your understanding and patience during this time.

If you have any questions or require further information, please feel free to reach out to us at [insert contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]