

Supplier Operational Halt Notification

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier Contact Name],

We are writing to inform you that due to [reason for operational halt], our operations will be temporarily halted from [start date] to [end date]. During this time, we will not be able to fulfill any orders or conduct any business activities.

We understand the impact this may have on our partnership and are committed to keeping you informed throughout this period. We appreciate your understanding and cooperation as we navigate this situation.

Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]