

# Logistics Disruption Advisory

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a logistics disruption that may affect your recent orders with us.

Due to [brief description of the cause, e.g., severe weather conditions, supply chain issues, etc.], we are experiencing delays in our shipping and delivery processes. We are actively working to resolve these issues and minimize the impact on your operations.

We anticipate that the disruption will last from [start date] to [end date]. During this time, we recommend that you adjust your inventory and order plans accordingly.

We appreciate your understanding and patience as we navigate this situation. Please feel free to reach out to us at [contact information] if you have any questions or need further assistance.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]