

Notification of Operational Changes

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you of some operational changes that are necessary due to recent supply chain disruptions.

As you are aware, the ongoing challenges in the supply chain have affected various industries, including ours. Consequently, we have had to implement the following changes:

- Modification of our delivery schedule: Effective [start date], deliveries will occur on a revised schedule.
- Adjustment of product availability: Certain products may experience temporary shortages.
- Increased lead times: Please anticipate longer processing times for orders placed after [date].

We apologize for any inconvenience this may cause and appreciate your understanding as we navigate these challenging times. Our team is committed to finding solutions and minimizing any disruptions to your service.

If you have any questions or need further clarification, please do not hesitate to reach out to us at [contact email] or [contact phone number].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]