

Notification of Supply Chain Disruption

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a disruption in our supply chain that may affect our service delivery and product availability.

Due to [brief description of the cause of disruption, e.g., "unexpected demand increases", "supplier issues", or "global events"], we regret to inform you that there may be delays in the fulfillment of orders and delivery times.

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

Please do not hesitate to reach out to us at [Your Contact Information] if you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]