

# Vendor Communication Regarding Disruptions

Dear [Vendor Name],

I hope this message finds you well. We are writing to inform you of some recent disruptions that may impact our ongoing collaboration.

Due to [briefly explain the cause of the disruption, e.g., supply chain issues, transportation delays], we are experiencing [describe the impact, e.g., delays in orders, issues with product availability]. We understand that this may affect your operations and appreciate your understanding during this time.

We are actively working to resolve these issues by [mention any steps being taken to mitigate the disruption]. We will keep you updated on our progress and any changes that may affect our partnership.

If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]