

Material Supply Delay Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Company Name]

[Insert Address Line 1]

[Insert Address Line 2]

Subject: Notification of Delay in Material Supply for Project [Insert Project Name]

Dear [Recipient's Name],

We are writing to inform you of a delay in the supply of materials for the [Insert Project Name] project due to unforeseen circumstances. The materials affected include [Insert List of Materials], which were scheduled for delivery on [Insert Original Delivery Date].

We are actively working with our suppliers to resolve this issue and anticipate that the materials will be delivered by [Insert Estimated New Delivery Date]. We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]