

Subject: Notification of Material Delays

Dear [Supplier's Name],

I hope this message finds you well. We are writing to inform you of a delay in the delivery of the materials we ordered on [Order Date] for [Project/Order Reference]. The expected delivery date was [Original Delivery Date], and we have been notified that the new estimated arrival is [New Delivery Date].

This delay could significantly impact our production schedule, and we would appreciate any updates you can provide regarding the reasons for this delay and the steps being taken to expedite the process.

We value our partnership and hope to resolve this issue promptly. Please let us know if there are any alternative solutions or materials that could help us mitigate this delay.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]