

Dear [Business Partner's Name],

I hope this message finds you well. I am writing to inform you about an unexpected disruption in our shipment schedule that may impact our current operations and partnership.

Due to [reason for disruption, e.g., unforeseen weather conditions, supply chain issues, transportation delays], we are experiencing challenges in fulfilling our shipment commitments. We had anticipated a seamless delivery of [specific products or services] by [original delivery date], but unfortunately, this will not be possible.

We understand the importance of timely deliveries and how disruptions can affect your business. We are actively working with our logistics partners to resolve the situation and anticipate that we will be able to resume normal operations by [estimated resolution date]. During this time, we are committed to keeping you informed and will provide updates as new information becomes available.

We appreciate your understanding and patience as we navigate this challenge. Our team is dedicated to ensuring that we minimize any impact on your business, and we are available to discuss how we can assist you during this time.

Thank you for your continued partnership and support. Please feel free to reach out to me directly at [your contact information] if you have any questions or need further assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]