

Notification of Contract Delay

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We are writing to inform you of a delay in the execution of our contract dated [Insert Contract Date] pertaining to [Insert Contract Description]. Unfortunately, we are currently experiencing supply chain issues that have impacted our ability to fulfill our contractual obligations on time.

Despite our efforts to mitigate these delays, the ongoing disruptions affect key materials necessary for the project. We are actively working with our suppliers to resolve these issues and expect to have a clearer timeline shortly.

We sincerely apologize for any inconvenience this may cause and are committed to keeping you updated as we progress towards a resolution. If you have any questions or need further information, please do not hesitate to contact us.

Thank you for your understanding.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]