

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Delay in Supply of Goods

I hope this message finds you well.

I am writing to inform you about a delay in the supply of [specific goods or products] that were initially scheduled for delivery on [original delivery date]. Unfortunately, due to [reason for the delay, e.g., unforeseen circumstances, supply chain issues], we will not be able to meet the expected timeline.

We sincerely apologize for any inconvenience this may cause and are working diligently to resolve the matter. We anticipate that your order will be delivered by [new estimated delivery date].

Thank you for your understanding and patience in this situation. We value your partnership and are committed to ensuring that we provide you with the highest level of service.

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

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]