

ON THE LETTER HEAD

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

NOTICE OF DELAYED SHIPMENT

Dear Sir,

We are in receipt of your Purchase Order dated _____, bearing PO Number _____. However, we are regretted t inform you that we are unable to fill the said order at this time owing to the following reasons:

- 1.
- 2.
- 3.

We further inform you that the order can be filled no sooner than _____.

While we apologize for the delay, we look forward to a healthy business relationship with you in future. Also, in case there are any queries, please do not hesitate to contact us.

Sincerely,

[Name]

[Designation]