

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Procurement Department]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Potential Supply Chain Disruption and Trade Risk

Dear [Recipient Name],

This letter serves as formal notification regarding emerging risks and potential disruptions within our global supply chain that may impact our current trade agreements and delivery schedules.

Due to [mention specific cause, e.g., geopolitical instability, labor strikes, port congestion, or raw material shortages], we are currently experiencing the following challenges:

- Increased lead times for [Product/Material Name].
- Volatility in freight and logistics costs.
- Potential shortages in key components.
- [Optional: Additional specific risk].

While we are actively implementing mitigation strategies-including sourcing alternative suppliers and optimizing inventory levels-these external factors may affect our ability to meet previously confirmed delivery dates or maintain current pricing structures.

We remain committed to transparency and will provide regular updates as the situation evolves. Our team is available to discuss contingency planning or adjustments to your upcoming orders to minimize the impact on your operations.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]