Date: [Insert Date]

To: [Relationship Manager Name]
Bank Name: [Insert Bank Name]
Department: [Corporate Banking / Trade Finance Department]
Address: [Insert Bank Address]

Subject: Notification of Global Supply Chain Disruption Impact on [Company Name]

Dear [Relationship Manager Name],

We are writing to formally notify [Bank Name] of current global supply chain disruptions affecting our operations and to discuss the potential impact on our corporate banking arrangements.

1. Nature of Disruption
Our business is currently experiencing delays and cost increases due to [mention specific cause, e.g., geopolitical instability, shipping lane closures, or raw material shortages]. These factors have resulted in [mention effect, e.g., extended lead times for inventory or increased freight costs].

2. Financial Impact
As a result of these external factors, we anticipate the following impacts on our financial position:

- Temporary changes in cash flow cycles.
- Increased working capital requirements.
- Potential delays in reaching specific revenue milestones for the current quarter.

3. Mitigation Strategy
[Company Name] has implemented several measures to manage these risks, including [mention actions, e.g., diversifying suppliers, increasing safety stock, or renegotiating logistics contracts].

4. Banking and Credit Considerations
We wish to proactively engage with the bank regarding:

- Reviewing existing trade finance facilities (LCs, SBLCs).
- Potential adjustments to working capital credit lines.
- Discussion regarding upcoming covenant compliance periods.

We remain committed to transparency and value our partnership with [Bank Name]. We are available for a meeting at your earliest convenience to review our updated financial forecasts and supply chain resilience plan.

Sincerely,

[Your Signature]

[Your Name]
[Your Title, e.g., CFO or Treasurer]
[Company Name]