

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

## **RE: OPINION LETTER REGARDING SUPPLY CHAIN DISRUPTION IMPACT**

Dear [Recipient Name],

This letter serves as a formal opinion regarding the impact of recent supply chain disruptions on [Project/Contract Name or Reference Number]. Based on our internal analysis and current market data, we are providing our professional assessment of how these events have affected our operational capacity and delivery timelines.

### **1. Nature of the Disruption**

The primary causes of the disruption include [List causes, e.g., raw material shortages, logistics delays, port congestion, or labor shortages]. These factors began affecting our operations on or about [Date].

### **2. Direct Impact on Operations**

As a result of these disruptions, we have experienced the following impacts:

- Delays in receiving [Specific Materials/Components].
- Increased lead times from [Original Lead Time] to [Current Lead Time].
- Significant cost fluctuations regarding [Freight/Raw Materials].

### **3. Mitigation Efforts**

In response to these challenges, [Your Company Name] has taken the following steps to minimize the impact: [List actions, e.g., sourcing alternative suppliers, adjusting production schedules, or utilizing expedited shipping].

### **4. Professional Opinion and Forecast**

It is our opinion that the current disruption constitutes a [Force Majeure / Material Change in Circumstances] that is beyond our reasonable control. We anticipate that these conditions will persist until approximately [Estimated Date]. Consequently, we project a delay of [Number] days/weeks for the completion of [Specific Milestone/Deliverable].

### **5. Conclusion**

We remain committed to fulfilling our obligations and will continue to provide regular updates

as new information becomes available. We suggest a meeting on [Proposed Date] to discuss potential adjustments to our current agreement.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]