

Casual Email Warning to Supplier for Late Shipment

Subject: Urgent: Late Shipment of Order [Order Number]

Hi [Supplier Name],

We noticed that the shipment for order [Order Number] has not arrived as scheduled. This delay is affecting our production timelines and customer commitments.

Kindly expedite the shipment and update us with a revised delivery schedule. Continuous delays may force us to reconsider our sourcing options.

Thank you for your prompt attention,

[Your Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/warning-letter-to-contractor-supplier-or-vendor>