**To**: Ms, Rao.

**From**: Iosu Gomez Valdecantos.

**Subject:** Urgent Inquiry Regarding Delayed Lithium-Ion Battery Shipment

Dear Ms. Rao,

I hope you are having a productive week. I am writing to address urgent matter regarding the delivery of lithium-ion batteries that we are awaiting from your company. As you know, our company is specialized in manufacturing electric scooters. relies heavily on timely deliveries of key components to ensure uninterrupted production. The supply of batteries is essential to continue production.

Regrettably, the shipment of 1,000 lithium-ion batteries, which was scheduled to arrive several days ago, has not yet reached our workshop. This delay has put us in a precarious situation because the correct arrival of these batteries is essential four our ongoing production. Any further delay will directly impact our production schedule. As a result, we will have significant financial repercussions and potential strain on the well-being of our employees.

I would like to remind you of the commitment that was made for the timely arrival of the battery orders. Additionally, as a trusted customer, I would appreciate if you explain me the reason for the delay. Our business relationship has been based on absolute clarity when we talk. That condition is the reason that makes us believe we have a strong business partnership together.

In order to fix this problem, I would like to propose a solution. Would it be possible to expedite the shipment of at least half of the ordered batteries to address our immediate needs? This would help us fulfill the most urgent orders and minimize delays.

Following up on the topic, I would like to inquire about the new arrival date for this emergency shipment and the estimated arrival for the complete order. If we know when we will have the components in our facilities, we can adjust our production schedule and optimize our company planning.

Finally, I want to thank you for your attention to our issue and reiterate our continued partnership. If there are any problems, please do not hesitate to email me back as soon as possible to request more information or assistance.

Warm regards,

Iosu Gómez

Quality assistant.

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