

Notification of Supply Shortage

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a current supply shortage affecting [specific product or service]. Due to [brief explanation of the reason for the shortage, e.g., unexpected demand, supply chain disruptions], we regret to inform you that we are unable to fulfill your order placed on [insert order date].

We understand the importance of this product to your operations and are taking immediate steps to resolve the issue. We are actively working with our suppliers to replenish our stock as quickly as possible.

We anticipate that the supply will be replenished by [provide estimated date]. We appreciate your patience and understanding during this time.

Please feel free to reach out to us at [contact information] if you have any questions or require further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]