

# Notification of Shortage of Critical Spare Parts

Date: [Insert Date]

To: [Recipient Name]

Department: [Recipient Department]

Company: [Recipient Company]

Dear [Recipient Name],

We are writing to inform you of a critical shortage of spare parts that are essential for the maintenance and operation of our equipment. The specific parts that are currently in short supply include:

- [Part Name 1]
- [Part Name 2]
- [Part Name 3]

This shortage is due to [brief explanation of the cause of shortage, if applicable]. We understand that this may impact our operations, and we are actively pursuing solutions to mitigate the effects.

We expect to resolve this issue by [insert expected resolution date], and we will keep you updated on the status of our efforts.

Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]