

# Advisory: Medicine Supply Shortage

Dear Medical Staff,

We are writing to inform you of a current shortage of certain medications that may impact patient care. Please take note of the following details:

## Affected Medications:

- Medication A - Expected shortage until [date]
- Medication B - Limited supply; prioritize urgent cases
- Medication C - Alternatives recommended

## Recommendations:

1. Assess patient needs and consider alternative treatments.
2. Communicate with your department head regarding any urgent cases.
3. Keep accurate records of medication use and shortages.

We appreciate your cooperation and understanding during this period. If you have any questions or require further information, please do not hesitate to reach out to the pharmacy department.

Thank you for your dedication to our patients.

Sincerely,  
[Your Name]  
[Your Position]  
[Institution Name]  
[Contact Information]