

# Medicine Supply Shortage Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Regulatory Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a shortage of [Medicine Name(s)] that has arisen due to [brief explanation of the cause, e.g., manufacturing disruptions, raw material shortages]. This shortage is impacting our ability to supply these essential medicines to healthcare providers and patients.

As of [date], we anticipate that this shortage will last until approximately [expected duration], during which we are collaborating with our supply chain partners to mitigate the impact as much as possible.

We are committed to keeping you updated on our progress and will provide any necessary documentation to assist in managing this shortage. Should you require any further information or assistance, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]