

# Medicine Supply Shortage Update

Date: [Insert Date]

To: [Hospital Administrator's Name]

From: [Your Name]

Subject: Update on Medicine Supply Shortage

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Dear [Hospital Administrator's Name],

I am writing to inform you about the current situation regarding the shortage of essential medicines at our facility. As we strive to provide the best care for our patients, it is crucial to keep you updated on supply chain issues that may affect our operations.

As of [insert date], the following medications are experiencing shortages:

- [Medication Name 1] - [Reason for Shortage]
- [Medication Name 2] - [Reason for Shortage]
- [Medication Name 3] - [Reason for Shortage]

We are actively working with our suppliers to manage these shortages and exploring alternative options to ensure continuity of care. We will keep you informed of any developments and updates regarding this issue.

If you have any questions or require further assistance, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]