

Notification of Medication Supply Chain Issues

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you about an ongoing issue affecting the supply chain of certain medications that may impact our patients.

Due to [brief description of the cause, e.g., "global shipping delays" or "manufacturer supply disruptions"], we are experiencing significant delays in the delivery of the following medications:

- [Medication Name 1]
- [Medication Name 2]
- [Medication Name 3]

We understand the importance of these medications and are actively working to resolve these issues. We have engaged with our suppliers and are exploring alternative sources to ensure that we can maintain adequate supplies.

We recommend that you [suggest appropriate action, e.g., "speak with your healthcare provider about alternative treatments" or "stay updated via our pharmacy updates"].

We apologize for any inconvenience this may cause and appreciate your understanding as we navigate this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]