

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Material Shortage

Dear [Recipient's Name],

We are writing to inform you of a material shortage that affects the progress of our ongoing project, [Project Name], located at [Project Address]. Due to unforeseen circumstances, we have encountered a delay in the delivery of [specific materials] required for the project.

This shortage is expected to impact our timeline, and we are currently working with our suppliers to expedite the delivery. We anticipate that the materials will be available by [expected date]. In the meantime, we will continue to explore alternative solutions and keep you informed of any developments.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue promptly.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]