

# Letter of Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you about an update regarding the availability of essential materials required for your order.

Due to unforeseen circumstances, we regret to inform you that the following materials are currently unavailable:

- [Material 1]
- [Material 2]
- [Material 3]

We understand the importance of these materials for your operations and are actively working with our suppliers to resolve this issue. We anticipate that the materials will be available by [Expected Availability Date].

We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]