

# Material Supply Deficiency Notification

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to formally notify you of a deficiency in material supply concerning our recent order, reference number [Insert Order Number]. Upon reviewing our inventory, we have found that the following materials are insufficient:

- [Material Name 1] - Quantity Required: [Insert Quantity], Quantity Received: [Insert Quantity]
- [Material Name 2] - Quantity Required: [Insert Quantity], Quantity Received: [Insert Quantity]
- [Material Name 3] - Quantity Required: [Insert Quantity], Quantity Received: [Insert Quantity]

As a result of this deficiency, we are unable to proceed with [mention any affected processes or projects]. We kindly request your immediate attention to this matter and would appreciate your prompt response regarding the expected timeline for the replenishment of the aforementioned materials.

Thank you for your attention to this urgent matter. We look forward to your swift reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]