

Notification of Procurement Interruption

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Procurement Interruption Due to Raw Material Shortage

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of a significant issue that has arisen regarding our procurement process.

Due to an unforeseen shortage of essential raw materials, we regret to inform you that our procurement activities will be temporarily interrupted. This situation is beyond our control, and we are actively looking for solutions to mitigate the impact on our production schedule.

We value our partnership and will keep you updated on any developments regarding the supply situation. We appreciate your understanding and cooperation during these challenging times.

If you have any questions or need further information, please feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]