

Raw Material Availability Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Email: [Recipient's Email]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an issue regarding the availability of certain raw materials that are essential for our production process.

Due to unforeseen circumstances, we are experiencing delays in the supply of the following raw materials:

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

We are actively working with our suppliers to resolve this matter and anticipate that the situation will improve within the next [insert timeframe]. In the meantime, we wanted to keep you informed of the potential impact this may have on our production schedule.

We value your partnership and appreciate your understanding as we navigate this challenge. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]