

Resource Supply Constraint Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our resource supply chain.

Due to [briefly explain the reason for the constraint, e.g., unforeseen circumstances, market fluctuations, etc.], we are currently experiencing a constraint in our resource supply. This situation may affect our ability to meet your demands promptly.

We are actively working to mitigate these challenges and are in constant communication with our suppliers to ensure that we can resume normal operations as soon as possible. We understand the importance of our resources to your operations, and we are doing everything within our power to minimize any disruption.

We appreciate your understanding and patience during this time. Please feel free to reach out to us if you have any questions or require further information.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]