

Shortage in Raw Materials Alert

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company's Name]

Subject: Urgent Alert: Shortage in Raw Materials

Dear [Recipient's Name],

We would like to inform you about an ongoing shortage in the supply of raw materials that is impacting our production capabilities. Due to [briefly explain the cause of shortage, e.g., supply chain disruptions, increased demand, etc.], we are experiencing significant delays in our ability to source essential materials needed for our operations.

As a result, we may face challenges in meeting our production timelines and delivery commitments. We are actively working with our suppliers to mitigate this issue and find alternative solutions to minimize the impact on our customers.

Your understanding and support during this challenging time are greatly appreciated. We will keep you updated on any developments regarding this situation. Please do not hesitate 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]

[Contact Information]