

Logistics Emergency Response Notification

Date: [Insert Date]

To: [Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]

Dear [Recipient Name],

Subject: Urgent Staffing Shortages Response

We are writing to address a pressing issue that has arisen within our logistics department. Due to unforeseen circumstances, we are experiencing significant staffing shortages that are impacting our ability to maintain optimal operational efficiency.

Our current situation necessitates an immediate response to ensure continued service and support. We are requesting the following actions:

- Temporary reassignment or overtime of current staff members.
- Consideration of hiring temporary personnel through staffing agencies.
- Collaboration with partner companies to share resources during this critical period.

We appreciate your prompt attention to this matter and your support in implementing these measures. Please feel free to reach out if you have any questions or need further information.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]