

Resource Deficiency Notice

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Subject: Resource Deficiency Notice

Dear [Recipient's Name],

I am writing to inform you of a deficiency in the resources required for [specific project or task] that has been identified. It has come to our attention that [briefly describe the resource deficiency, e.g., "we are lacking sufficient manpower" or "there is a shortage of materials"].

In order to meet our project timeline and maintain quality standards, it is crucial that we address this issue promptly. I recommend that we [suggest possible solutions, e.g., "procure additional materials," "allocate more personnel," etc.].

Please let me know how you wish to proceed, and if there is anything I can do to assist in rectifying this situation. Your prompt attention to this matter is greatly appreciated.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]