

Supply Shortage Update

Date: [Insert Date]

Dear [Recipient Name],

We hope this message finds you well. We would like to inform you about a current supply shortage that is affecting our operations and, consequently, your orders.

Due to [brief explanation of the cause of the shortage, e.g., unexpected demand, supply chain disruptions], we are experiencing delays in fulfilling orders for [specific products or services]. We understand the importance of timely delivery and are working diligently to resolve these issues.

We estimate that the situation will improve by [estimated time period], and we are implementing measures to mitigate the impact on our customers. We appreciate your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at [contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]