

# Alert: Supplier Availability Issues

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of some significant availability issues related to our supplier, [Supplier's Name]. As of [Date], we have encountered challenges that may impact our ability to fulfill orders promptly.

The issues are due to [brief description of the issues]. We are actively working with the supplier to resolve these matters as quickly as possible and to minimize any disruptions to your operations.

We appreciate your understanding during this time and will keep you updated on any developments regarding this matter. Please feel free to reach out to us if you have any questions or concerns.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]