

Contractor Material Shortage Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a material shortage that is affecting our progress on the [Project Name] commercial development. Due to unforeseen circumstances, including [briefly explain reasons such as supply chain disruptions, manufacturer delays, etc.], we are currently experiencing a shortage of the following materials:

- [Material 1]
- [Material 2]
- [Material 3]

We understand the importance of adhering to our project timeline and are actively working with our suppliers to resolve this issue as quickly as possible. We are exploring alternative suppliers and solutions to minimize the impact on the project schedule.

We appreciate your understanding and support during this challenging time. We will keep you updated on our progress and notify you as soon as the materials are available. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]