

Material Shortage Notification

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Client/Project Manager's Name]

[Client/Project Manager's Address]

[City, State, Zip Code]

Subject: Notification of Material Shortage for [Project Name]

Dear [Client/Project Manager's Name],

We are writing to inform you of a material shortage that is currently affecting the progress of the [Project Name] high-rise building project located at [Project Address].

Due to [briefly explain the reason for the shortage, e.g., supply chain disruptions, increased demand, etc.], we are experiencing delays in receiving essential materials, specifically [list specific materials]. As a result, we anticipate that the completion timeline will be impacted.

We are actively working with our suppliers to expedite the delivery of these materials and will keep you updated on our progress. We appreciate your understanding and cooperation during this challenging time.

Please feel free to contact us if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]