

Material Shortage Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Email: [Recipient Email]

Dear [Recipient Name],

We are writing to inform you of a material shortage that may impact the progress of our ongoing infrastructure project, [Project Name], located at [Project Location]. Due to unforeseen circumstances, we are experiencing delays in the delivery of essential materials, specifically [List specific materials], which are critical to the project's timeline.

Please be assured that we are actively working with our suppliers to mitigate these delays and will keep you updated on any developments. We anticipate that this shortage might delay our project by [Estimated Delay Duration], and we appreciate your understanding and cooperation during this time.

If you have any questions or require further information, please do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Email]