

Material Shortage Notification

Date: [Insert Date]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an unexpected material shortage that has affected the ongoing renovation project at your property located at [Project Address].

Due to [brief explanation of the cause of the shortage, e.g., supply chain disruptions, increased demand, etc.], we are currently facing a delay in receiving the essential materials required for the project, specifically [list specific materials].

We are diligently working with our suppliers to resolve this issue and ensure that the necessary materials are delivered as soon as possible. We anticipate that this situation may cause a delay of approximately [insert estimated delay duration].

We understand the importance of this project to you and are making every effort to minimize the impact of this shortage. We will keep you updated on our progress and any changes to the timeline.

Thank you for your understanding and patience during this time. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Phone Number]
[Email Address]