

# Material Shortage Notification

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are writing to inform you of a material shortage that has arisen in the course of your residential construction project located at [Project Address]. Unfortunately, we have encountered an unexpected delay in the supply of [specific materials affected, e.g., roofing shingles, concrete, etc.].

Despite our efforts to source these materials, we have been informed by our suppliers that the delivery timeline has been pushed back due to [brief explanation of the cause, e.g., supply chain disruptions, increased demand, etc.]. We anticipate that the materials will be available by [expected delivery date].

Please be assured that we are doing everything possible to minimize the impact on the project timeline. We will keep you updated on the status of the materials and the revised schedule for the work. Our team is also exploring alternative options that may help in expediting the process.

We appreciate your understanding and patience during this time. Should you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]