

# Material Shortage Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a material shortage that has impacted our ongoing road construction project at [Project Location].

Due to unforeseen circumstances, we are currently experiencing a delay in the supply of [specific materials] essential for the project. Our supplier has notified us that the expected delivery date has been pushed back to [new delivery date].

We understand the importance of adhering to the project timeline and are actively working to find alternative solutions to mitigate the impact of this delay. We are committed to keeping you updated on the situation as it evolves.

Thank you for your understanding and support. Please feel free to reach out if you have any questions or require additional information.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]