

Notification of Material Shortage

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a material shortage concerning specialized equipment that impacts our ongoing project [Project Name / ID]. Unfortunately, due to unforeseen circumstances, we are experiencing a delay in the delivery of the following materials:

- [Material 1 Name] - [Reason for Shortage]
- [Material 2 Name] - [Reason for Shortage]
- [Material 3 Name] - [Reason for Shortage]

We are actively addressing this issue with our suppliers and are working to mitigate any potential delays. We anticipate that the materials will be available by [Estimated Date]. We are committed to keeping you updated on this situation and will provide any necessary documentation as it becomes available.

We appreciate your understanding and support during this time. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]