

Material Shortage Notification

Date: [Insert Date]

To: [Client's Name]

From: [Your Company's Name]

Subject: Notification of Material Shortage

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about a supply chain disruption that has led to a shortage of materials required for your project, [Project Name].

Due to unforeseen circumstances, including [briefly describe reasons such as vendor delays, transportation issues, etc.], we are currently experiencing difficulties in sourcing the necessary materials, specifically [list specific materials affected].

We are actively addressing this issue by [describe measures taken to rectify the situation, e.g., seeking alternative suppliers, adjusting timelines, etc.]. We anticipate that this will result in a delay of approximately [insert estimated delay period], and we will keep you updated on any developments.

We understand that project timelines are critical, and we sincerely apologize for any inconvenience this may cause. Please feel free to reach out to us if you have any questions or require further information.

Thank you for your understanding and support during this time.

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]