

Material Shortage Notification

Date: [Insert Date]

To: [Client's Name]

From: [Your Company's Name]

Subject: Urgent Notification of Material Shortage

Dear [Client's Name],

We are writing to inform you of a material shortage that is impacting our ongoing project, [Project Name]. Due to unforeseen circumstances, we are experiencing delays in the delivery of essential materials required for the successful completion of the project.

We understand the urgency of this matter, and we are actively working with our suppliers to resolve the issue as quickly as possible. However, we wanted to keep you informed of the situation, as it may affect the project timeline.

We appreciate your understanding and patience as we navigate this challenge. We will keep you updated with any new developments and our efforts to mitigate any delays this may cause.

If you have any questions or require further information, please do not hesitate to contact us directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]