

Construction Manpower Shortfall Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally notify you of a shortfall in construction manpower that is currently affecting the progress of the [Project Name] located at [Project Location]. Due to [brief explanation for the shortfall, e.g., unforeseen circumstances, illness, or other reasons], we are experiencing a significant gap in the workforce.

As of today, we are short [number of workers] workers, which is impacting our ability to meet project timelines and deliverables. We are actively working to recruit additional personnel and are exploring alternative solutions to mitigate this shortfall.

We understand the importance of maintaining progress and assure you that we are taking all necessary steps to address this issue promptly. We will keep you updated on our efforts and any changes to the project schedule.

Thank you for your understanding and support. If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]