

Notification to Stakeholders

Date: [Insert Date]

Dear [Stakeholder's Name],

We hope this message finds you well. We are writing to inform you about recent supply chain issues that may impact our ongoing and future construction projects.

Due to [briefly explain the reason for the supply chain issues, e.g., global shortages, supplier delays, etc.], we anticipate potential disruptions in the timely delivery of materials and services essential for completing our projects as scheduled.

We are actively working with our suppliers to mitigate the impact and explore alternative sourcing options. Our primary goal is to minimize any delays that may affect project timelines and ensure the quality of our work is maintained.

We appreciate your understanding and support during this challenging time. Please feel free to reach out if you have any questions or require further information.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]