

Letter of Resolution Proposal

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Resolution Proposal for Construction Material Supply Issues

I hope this message finds you well. I am writing to address the ongoing challenges we have been facing regarding the supply of construction materials for our current project at [Project Location]. As you are aware, these supply setbacks have impacted our schedule and overall project timeline.

To resolve these issues, I propose the following actions:

1. Establish a dedicated communication channel to monitor supply status regularly.
2. Identify alternative suppliers who can meet our material specifications in a timely manner.
3. Implement a contingency plan to manage material shortages efficiently.
4. Schedule weekly progress meetings to assess the situation and make necessary adjustments.

I believe that by collaborating closely, we can overcome these supply difficulties and avert further project delays. Please feel free to share any additional suggestions you may have regarding this matter.

Thank you for your attention to this important issue. I look forward to your prompt response so we can move forward effectively.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]