

Inventory Shortage Alert

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Alert: Inventory Shortage Notification

Dear [Recipient's Name],

I am writing to inform you about a recent inventory shortage that has been identified in our records. After conducting a thorough review of our stock levels, we have discovered that we are currently short on the following items:

- [Item Name 1] - [Shortage Quantity]
- [Item Name 2] - [Shortage Quantity]
- [Item Name 3] - [Shortage Quantity]

This shortage may impact our operations and customer fulfillment processes, and we are actively investigating the cause. We are also looking into potential solutions to mitigate the impact of this issue.

Please let me know if you have any further questions or require additional information regarding the inventory status.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]