

# Scarce Supply Announcement

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding the availability of our products. Due to [brief explanation of the cause of the scarcity, e.g., supply chain disruptions, increased demand, etc.], we are currently facing a shortage of the following items:

- [Product 1]
- [Product 2]
- [Product 3]

We want to assure you that we are actively working to resolve this issue and are taking necessary steps to replenish our inventory as quickly as possible. We appreciate your understanding during this challenging time.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]