

Short Supply Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that there is currently a short supply of [Product/Item Name]. Despite our efforts to maintain adequate stock levels, we have encountered an unexpected increase in demand.

We are actively working with our suppliers to resolve this issue and expect to have the product available by [Expected Date]. We appreciate your understanding and patience during this time.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]