

Notice of Delay in Project Delivery

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an unforeseen delay in the delivery schedule of the [Project Name] project.

Due to [briefly explain the reason for the delay, e.g., supply chain issues, unexpected technical challenges], we regret to inform you that the completion date will be postponed. The new expected delivery date is [New Delivery Date].

We are committed to ensuring the highest quality of work and are doing everything possible to resolve the issues promptly. We appreciate your understanding and support during this time.

If you have any questions or require further information, please feel free to reach out to us at [Your Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]