

Manufacturing Project Deadline Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update on Manufacturing Project Deadline

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with an update regarding the deadline for our ongoing manufacturing project, [Project Name].

As of today, we have completed [percentage] of the project milestones. However, due to [brief reason for the delay, e.g., unexpected supply chain issues, equipment malfunctions], we anticipate a shift in the deadline.

The new estimated completion date is [New Deadline Date]. We are actively working to address the issues and are committed to minimizing any further delays.

Please feel free to reach out if you have any questions or need further information.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]