

Project Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Cancellation Due to Timeline Delays

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of [Project Name] due to ongoing delays that have impacted our timeline significantly.

Despite our team's best efforts to adhere to the initial schedule, unforeseen circumstances have proven to be insurmountable, and it has become clear that we are unable to meet the project's objectives within the agreed timeframe.

We appreciate the time and resources that have been invested in this project. However, we believe it is in the best interest of both parties to terminate the project at this stage to avoid further complications.

If you have any questions or require further clarification, please feel free to reach out.

Thank you for your understanding and collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]