

Acknowledgment of Project Delay

Dear [Client's Name],

I hope this message finds you well. I am writing to formally acknowledge the delay in the [Project Name] that we have been working on. Unfortunately, due to [brief explanation of the reason for the delay], I have been unable to meet the previously agreed-upon timeline.

I sincerely apologize for any inconvenience this may have caused and want to assure you that I am fully committed to completing the project. I am taking the necessary steps to address the situation and anticipate that I will be able to deliver the project by [new estimated completion date].

Thank you for your understanding and support during this time. If you have any questions or would like to discuss this further, please feel free to reach out.

Best regards,

[Your Name]

[Your Contact Information]

[Your Freelance Title/Company Name]