

Delay Announcement for Freelance Work

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you of a delay in the progress of the [specific project name or description] that we are currently working on.

Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal issues, etc.]. As a result, I will need additional time to complete the work to the standard that you expect and deserve.

I am committed to delivering quality results and anticipate that I will need an additional [specify time frame, e.g., one week, two days, etc.] to finalize the project. I appreciate your understanding and patience during this time.

Please let me know if you have any questions or concerns. I'm happy to discuss this further.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]