

# Delay Notification for Ongoing Freelance Work

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you about a delay in the ongoing project titled "[Project Name]." Due to [briefly explain reason for the delay, e.g., unforeseen circumstances, personal issues, etc.], I regret to inform you that I will not be able to meet the original deadline of [original deadline].

I am currently working hard to resolve these issues and expect to have the project completed by [new proposed deadline]. I truly appreciate your understanding and flexibility in this matter.

If you have any concerns or would like to discuss this further, please feel free to reach out to me. Thank you for your patience, and I look forward to delivering a quality outcome for you.

Best regards,

[Your Name]

[Your Contact Information]