

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you about an unexpected delay in the progress of the [Project Name] project.

Due to [brief explanation of the delay, e.g., unforeseen circumstances, resource availability], I will be unable to meet the initially agreed-upon deadline of [original deadline date]. I sincerely apologize for any inconvenience this may cause.

To ensure the successful completion of the project, I propose the following next steps:

- Revised project timeline: [New proposed deadline]
- Regular updates: I will provide updates every [frequency of updates] to keep you informed about the progress.
- Open communication: Please feel free to reach out if you have any questions or concerns.

Thank you for your understanding and support. I am committed to delivering quality work and appreciate your patience during this time.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]