

# Subject: Update on Project Timeline

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] that we are currently working on.

Due to [brief explanation of the reason for the delay], I am unable to meet the original deadline of [original deadline date]. I sincerely apologize for any inconvenience this may cause and appreciate your understanding.

I am actively working to resolve the issue and am committed to delivering the best outcome. I anticipate that I will be able to complete the project by [new proposed deadline].

Please let me know if you have any questions or if there's anything specific you would like to discuss regarding this matter. Thank you for your patience and support.

Best regards,

[Your Name]

[Your Contact Information]