

Notice of Delay in Freelance Project

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally inform you of a delay in the progress of the [Project Name] that was scheduled for completion on [Original Deadline]. Due to [brief explanation of the reasons for the delay], I am unable to meet the initially agreed-upon timeline.

I understand the importance of this project and am committed to delivering quality work. I am currently addressing the issues that have arisen and anticipate that the project will now be completed by [New Proposed Deadline].

Thank you for your understanding and patience in this matter. Please feel free to reach out if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]