

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concerns regarding the recent setbacks we have encountered in our tech project timeline.

As you are aware, we initially projected completion by [original deadline]. However, due to [specific reasons for setbacks], we are now facing delays that could impact our overall delivery schedule.

I believe it is crucial for us to reassess our current timelines and discuss potential solutions to mitigate the impact of these delays. It is important that we maintain transparency throughout this process to ensure all stakeholders are aligned.

I would appreciate the opportunity to meet and discuss this matter further. Please let me know your availability for a meeting within the next week.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]