

Apology for Delay in Project Completion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Apology for Project Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in the [Project Name] project, which was originally scheduled for completion on [Original Deadline].

We encountered some unforeseen circumstances, including [briefly explain the reasons for the delay, e.g., resource availability, technical challenges], that have impacted our timeline. Please be assured that this situation was not taken lightly, and we are doing everything possible to resolve these issues promptly.

We highly value our relationship and your understanding. We are committed to maintaining transparency and I would like to propose a revised timeline, with a new completion date of [Proposed New Deadline]. We are confident that this additional time will allow us to deliver the quality of work you expect and deserve.

Thank you for your patience and understanding during this time. Please feel free to reach out if you have any questions or concerns. I am here to assist you in any way I can.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]