

Letter of Acknowledgment for Overdue Project Delivery

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Company Address]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge the delay in the delivery of the [Project Name] project which was due on [Original Due Date]. We understand that unforeseen circumstances may have contributed to this delay.

We appreciate your continued efforts and communication regarding this matter. We believe that by working together, we can ensure the successful completion of the project. Please provide us with an updated timeline for the delivery, so we can adjust our schedules accordingly.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]