

Reconciliation Letter for Delayed Work Completion

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

Subject: Reconciliation for Delayed Work Completion

I hope this message finds you well. I am writing to address the recent delays encountered in the completion of [specific project or task name]. We understand the importance of adhering to timelines and the impact that delays can have on overall project progression.

We encountered unforeseen circumstances, including [briefly explain the reasons for the delay], which have hindered our ability to meet the initial deadlines. We sincerely apologize for any inconvenience this may have caused.

To reconcile this situation, we have implemented [mention any corrective actions taken, such as hiring additional staff, adjusting schedules, etc.] to ensure the completion of the project with the highest quality standards.

We appreciate your understanding and support during this time. We are committed to maintaining open lines of communication and will provide regular updates on our progress moving forward. Our new target completion date is [insert revised date].

Thank you for your patience and collaboration. Please feel free to reach out to me directly if you have any questions or need further information.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]