

Delay Notification

Dear [Partner's Name],

I hope this message finds you well. I am writing to inform you that we are experiencing an unexpected delay in [specific project or delivery]. We understand the importance of this matter and are committed to minimizing any inconvenience this may cause.

We are currently working diligently to resolve the issues and anticipate that we will be able to resume our regular schedule by [new estimated date]. We appreciate your understanding and patience during this time.

If you have any questions or concerns, please do not hesitate to reach out. Thank you for your continued partnership.

Best regards,
[Your Name]
[Your Position]
[Your Company]