

# Project Delay Advisory

Date: [Insert Date]

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you about a delay that has occurred in our ongoing project, [Project Name], originally scheduled for completion on [Original Completion Date].

This delay has been caused by [brief explanation of the reason for the delay, e.g., unforeseen circumstances, supply chain issues, etc.]. We are actively working to address these challenges and remain committed to minimizing the impact on the overall timeline.

We now anticipate a revised completion date of [New Completion Date]. We understand the importance of this project and are dedicated to keeping you updated on our progress.

If you have any questions or concerns, please feel free to reach out to us at [Your Contact Information]. Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]