

Subject: Notification of Technical Setback

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a technical setback we have encountered regarding [specific project or task]. Unfortunately, we have faced [brief description of the issue] which has affected our timeline.

We are currently working diligently to resolve this issue and anticipate that it will be addressed by [estimated resolution date]. Our team is committed to minimizing the impact on our overall schedule, and we will keep you updated as we make progress.

We appreciate your understanding and support during this time. Should you have any questions or require further details, please do not hesitate to reach out.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]