

Project Delay Notification

Date: [Insert Date]

To: [Client/Contractor Name]

From: [Your Company Name]

Subject: Notification of Project Delay Due to Labor Shortages

Dear [Client/Contractor Name],

We are writing to formally notify you of a delay in the progress of the [Project Name] due to unforeseen labor shortages impacting our workforce.

Despite our best efforts to maintain our project schedule, we have encountered significant challenges in securing sufficient skilled labor to meet the demands of the project. This is a nationwide issue affecting many contractors and subcontractors in the industry.

As a result, we anticipate a delay of approximately [insert estimated delay duration] in our timeline. We are actively pursuing solutions, including recruitment of additional labor and adjusting project schedules to mitigate the impact of these delays.

We sincerely apologize for any inconvenience this may cause and assure you that we are doing everything possible to resume normal operations as quickly as possible. We will provide you with further updates as the situation evolves.

Thank you for your understanding and support during this challenging time.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]