

# Subcontractor Project Delay Notification

Date: [Insert Date]

To: [Client's Name]  
[Client's Company Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally notify you of a delay in the progress of the [Project Name] due to recent changes requested by your team. We acknowledge that these changes are necessary, but they have impacted the original timeline we had established.

As a result of the adjustments made on [specific date of changes], we foresee a delay in our ability to meet the initial completion date of [original completion date]. Our updated timeline, which factors in your requested changes, now projects a new completion date of [new completion date].

We are committed to minimizing this impact and are mobilizing additional resources to ensure that we remain on track as much as possible moving forward. We appreciate your understanding and cooperation during this time.

Please feel free to reach out if you have any questions or require further clarification regarding the revised schedule.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]