

Project Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of a delay in the progress of the [Project Name] due to unforeseen permit issues.

Despite our diligent efforts in ensuring all necessary documentation was submitted in a timely manner, we have encountered unexpected challenges regarding the procurement of essential permits from the local authorities. This has caused a temporary halt in our operations and will unfortunately delay our subsequent milestones.

We are actively working with the relevant agencies to expedite the permit approval process and to minimize the impact of this delay on the overall project timeline. We will keep you updated on any progress and anticipate a resolution by [insert estimated date].

We appreciate your understanding and support during this period. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]