Project Delay Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Subject: Notification of Delay Due to Design Changes

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inform you of a delay in the ongoing project [Project Name/Number] due to necessary design changes that were recently communicated to us.

As per our discussion on [Insert Date of Discussion], the modifications to the design specifications will impact our current schedule. We estimate that the additional time required to incorporate these changes will result in an extension of [Number of Days/Weeks] to the project timeline.

We are committed to providing high-quality work and ensuring that the revisions are implemented effectively. We kindly ask for your understanding and support during this period.

If you have any questions or need further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]