

Project Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of an unavoidable delay concerning the [Project Name] due to scheduling conflicts that have arisen between our subcontractor operations and other project commitments.

Our team has encountered overlapping schedules that have resulted in the inability to maintain the originally planned project timeline. We are actively working to resolve these conflicts and have implemented measures to minimize the impact on the overall project timeline.

We anticipate that this delay may result in a [specify time frame of delay] in project completion, and we will provide regular updates as we work to address this issue.

We appreciate your understanding and support. Please feel free to reach out to us should you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]