

Project Delay Notification

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Dear [Client's Name],

We are writing to formally notify you of a delay in the scheduled progress of the [Project Name] subcontracted project, attributable to safety compliance matters.

Despite our best efforts to adhere to the project timeline, unforeseen circumstances related to safety regulations have necessitated additional reviews and modifications. These changes are crucial to ensure the wellbeing of all personnel involved and to maintain compliance with industry standards.

We anticipate that these safety-related adjustments will result in an extension of the project timeline. Consequently, we are currently assessing the new schedule and will provide you with an updated project timeline by [Insert Date].

We appreciate your understanding and cooperation regarding this matter. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this critical matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]