

Project Delay Notification

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to formally notify you of a delay in the progress of the [Project Name] subcontract due to unforeseen circumstances. Despite our team's continued commitment and efforts, circumstances beyond our control have arisen, specifically [briefly describe the unforeseen circumstances, e.g., supply chain disruptions, labor shortages, extreme weather conditions].

As a result, we anticipate a delay of approximately [insert duration of delay] beyond the original timeline. We are actively working to mitigate the impact of this delay by [describe any measures being taken, e.g., reallocating resources, adjusting schedules].

We appreciate your understanding and support during this time. Please let us know if you would like to discuss this matter further or if there are any specific actions you would like us to undertake to assist in managing this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]