

# Project Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a delay in the [Project Name] project due to unforeseen funding issues.

Despite our best efforts to adhere to the established timeline, we have encountered challenges that have impacted our financial resources. As a result, we are unable to proceed as scheduled. We are actively working with our financial partners to secure additional funding and anticipate resuming the project shortly.

We understand the importance of this project and are committed to keeping you informed of our progress. We anticipate having a clearer timeline shortly and will keep you updated on any developments.

Thank you for your understanding and support during this challenging time. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]