

Project Delay Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I am writing to inform you about an unforeseen circumstance that has unfortunately impacted the timeline of our ongoing project, [Project Name]. Despite our best efforts to stay on schedule, we have encountered [briefly explain the unforeseen circumstance, e.g., unexpected supply chain disruptions, weather delays, etc.].

As a result, we anticipate a delay of approximately [insert duration of delay] in the project completion date. We understand the importance of this project and are committed to minimizing any further delays. We are actively working on solutions to address the situation and keep the project on track.

We appreciate your understanding and support during this time. We will keep you updated on our progress and any further developments regarding the project timeline.

Thank you for your attention to this matter. Should you have any questions or need additional information, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]