

Project Delay Notification

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the [Project Name] project.

Due to [brief reason for the delay, e.g., unforeseen circumstances, resource availability, etc.], we regret to inform you that the project timeline will be extended. We now anticipate that the project will be completed by [new completion date].

We understand the impact this may have on your plans, and we are committed to minimizing the disruption. Our team is actively working to expedite the remaining work while maintaining quality.

We appreciate your understanding and patience during this time. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]