

Project Delay Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Project Delay Due to Resource Shortages

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about a delay in the [Project Name] due to unforeseen shortages of crucial resources necessary for the project's progress.

We have encountered unexpected challenges in sourcing [specific resources], which has impacted our project timeline. Despite our best efforts to mitigate these issues, we currently anticipate a delay of approximately [insert time frame] before we can resume regular operations.

We are actively working to resolve these shortages by [insert actions being taken, e.g., sourcing from alternative suppliers, reallocating internal resources]. We are committed to minimizing the disruption this may cause and will keep you updated on our progress.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]