

# Project Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Project Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you about a delay in the [Project Name] that was originally scheduled for completion on [Original Completion Date]. Due to [Brief Explanation of Delay Reason], we regret to inform you that we are unable to meet the previously established timeline.

While we understand that delays can be frustrating, I want to assure you that our primary commitment remains to deliver a project that meets the highest standards of quality. We believe that taking the necessary time to address these issues will ultimately serve the best interests of the project and all stakeholders involved.

We are actively working on a revised timeline and will communicate this to you by [Date of Follow-Up]. In the meantime, please rest assured that we are dedicating our resources to ensure that the quality of work remains paramount.

We appreciate your understanding and support during this time. Please do not hesitate to contact me directly should you have any questions or require further information.

Thank you for your patience and understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]