

Project Delay Notification

Dear [Recipient's Name],

We regret to inform you that due to [reason for delay], the [Project Name] scheduled for completion on [original completion date] will now be delayed. Our new estimated completion date is [new completion date].

We understand the impact this may have on your plans, and we are committed to minimizing any inconvenience. To address this, we are implementing the following compensation plan:

- [Compensation Measure 1]
- [Compensation Measure 2]
- [Compensation Measure 3]

We appreciate your understanding and patience during this time. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]