

Project Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Project Delay and Revised Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an unexpected delay in the [Project Name] project, which has impacted our original timeline.

Due to [brief explanation of the reason for the delay], we are unable to meet the initial deadlines we had set. We understand the importance of this project and are committed to delivering quality results.

We have reassessed our timeline and would like to propose a revised schedule as follows:

- Phase 1 Completion: [Revised Date]
- Phase 2 Completion: [Revised Date]
- Final Project Delivery: [Revised Date]

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and support during this time. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your patience.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]