

# Project Delay Notification

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name/Your Position]

Subject: Notification of Project Delay

Dear [Stakeholder Name],

We hope this message finds you well. We are writing to inform you about a delay in the [Project Name] project that was initially scheduled for completion on [Original Completion Date].

Due to [briefly explain the reason for the delay, e.g., unforeseen circumstances, resource availability, etc.], we now anticipate that the project will be completed by [New Completion Date]. We understand the importance of this project and are committed to minimizing the impact of this delay.

We are taking the following steps to address the delay:

- [Action Step 1]
- [Action Step 2]
- [Action Step 3]

We appreciate your understanding and support during this time. Please feel free to reach out if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]