

Project Delay Notification

Dear Team,

I hope this message finds you well. I am writing to inform you that we are experiencing a delay in our current project, [Project Name]. Due to [reason for the delay], we will need to adjust our timeline.

The new expected completion date is [New Completion Date]. We appreciate your hard work and commitment to this project, and we are confident that with our collective efforts, we can overcome this setback.

Please let me know if you have any concerns or if there's anything you need from me during this time.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]