

Project Delay Announcement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Announcement of Project Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of a delay concerning the [Project Name/Description]. Unfortunately, due to [brief explanation of the reasons for the delay, e.g., unforeseen circumstances, supply chain issues, etc.], we will not be able to meet the original project deadline of [original deadline date].

We are actively working to resolve these issues and have established a revised timeline. The new expected completion date is [new completion date]. We assure you that we are making every effort to mitigate the impact of this delay and to deliver a successful project.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]