

Project Delay Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Project Delay Due to Unforeseen Circumstances

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of an unexpected delay in the [Project Name] project due to unforeseen circumstances that have arisen.

Despite our team's best efforts to adhere to the project timeline, factors beyond our control, including [briefly explain circumstances, e.g., supply chain issues, unexpected weather conditions, etc.], have impacted our progress significantly.

We are currently evaluating the situation and are committed to developing a revised timeline to minimize the disruption as much as possible. We appreciate your understanding and support during this challenging time.

I will keep you updated on our progress and will share the revised project schedule by [insert date]. Please feel free to reach out if you have any questions or concerns in the meantime.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]