

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Status Update - Delays

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an update on the current status of the [Project Name]. As of today, we are experiencing delays that I wanted to bring to your attention.

The following factors have contributed to the delays:

- [Reason for Delay 1]
- [Reason for Delay 2]
- [Reason for Delay 3]

We are actively working to mitigate these delays and have implemented the following action items:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

We anticipate that these measures will help us get back on track. However, we currently expect that the revised timeline for project completion will be [New Completion Date].

Please feel free to reach out if you have any questions or require further clarification regarding this status update.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]