

Project Schedule Update Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a delay in the project schedule for [Project Name]. After reviewing our current progress and the challenges we have encountered, we have determined that the completion date will be affected.

We are currently facing [briefly outline the reason for the delay, e.g., resource availability, unexpected challenges, etc.]. As a result, the new projected completion date is now [New Completion Date].

We understand the importance of this project and are committed to minimizing the impact of this delay. We are actively working on strategies to get back on track, including [mention any steps being taken to address the delay].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]