

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Feedback on Contract Delivery Obstacles

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback regarding the obstacles we have faced in the delivery of the [specific contract/project name].

Firstly, we encountered delays due to [specific reason 1]. This has impacted our timeline and overall progress toward fulfilling the contract terms.

Additionally, [specific reason 2] has created unforeseen challenges that have further complicated our delivery efforts.

We appreciate your understanding and support as we work to address these challenges. We are committed to finding effective solutions and ensuring the successful completion of our obligations under the contract.

Please feel free to reach out if you require any more details or would like to discuss this matter further.

Thank you for your attention to these issues.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]