

Letter of Project Suspension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. It is with regret that I must inform you of the immediate suspension of the [Project Name] due to unforeseen health reasons.

After careful consideration and consultation with my healthcare provider, it has become necessary to prioritize my health to ensure a full recovery. I understand the impact of this decision and assure you it was not made lightly.

I will be in touch regarding my recovery progress and will provide updates on the project timeline as soon as I am able. In the meantime, please feel free to reach out if there are immediate concerns that need addressing.

Thank you for your understanding during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]

[Your Contact Information]