

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for the delays in the completion of the [Project Name] project, which was scheduled for [original completion date].

Unfortunately, due to [brief explanation of the reasons for the delay], we were unable to meet the agreed timeline. I understand the importance of this project and the impact the delay may have had on your operations.

We are committed to rectifying this situation and have already taken the necessary measures to expedite the remaining work. We are now on track to complete the project by [new completion date]. Thank you for your patience and understanding as we work to resolve these issues.

Once again, I apologize for any inconvenience this may have caused and appreciate your support during this time.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]