

# Subject: Explanation for Project Timeline Setback

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a recent setback in the timeline of our project, [Project Name].

Due to [reason for setback, e.g., unforeseen circumstances, resource availability, etc.], we have encountered delays that have affected our initial schedule. We understand the importance of this project and are committed to minimizing the impact of these delays.

We are currently working diligently to address these issues and have implemented the following steps to get back on track:

- [Step 1: e.g., reallocating resources]
- [Step 2: e.g., adjusting project milestones]
- [Step 3: e.g., increasing team hours]

As of now, we anticipate that the revised timeline will extend the project completion to [new estimated completion date]. We will keep you updated on our progress and any further adjustments that may be necessary.

Thank you for your understanding and support during this time. Please feel free to reach out if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]