

Date: [Insert Date]

[Board of Directors' Names]

[Company Name]

[Company Address]

Dear Members of the Board,

I hope this message finds you well. I am writing to sincerely apologize for the delays we have encountered in the [Project Name]. We fully understand the importance of adhering to established timelines and the impact of these delays on our company's goals and reputation.

Despite our best efforts, unforeseen challenges, including [briefly mention the reasons for the delays], have hindered our progress. We take full responsibility for these setbacks and are committed to resolving them promptly.

To mitigate these issues, we have implemented a revised project timeline and have allocated additional resources to ensure that we meet our new deadlines. We are dedicated to keeping you informed of our progress and any further developments.

We appreciate your understanding and support as we work diligently to bring this project back on track. Thank you for your patience during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]