

Letter of Clarification for Unforeseen Difficulties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally clarify the unforeseen difficulties that have arisen regarding [specific project, task, or situation] that was scheduled for [original deadline or timeline].

Due to [briefly explain the unforeseen difficulties, e.g., unexpected circumstances, resources, or conditions], we have encountered challenges that have impacted our original timeline and goals.

We are actively working to address these issues and have implemented [mention any steps you are taking or adjustments you are making] in order to move forward effectively.

I appreciate your understanding and support during this time. Please feel free to reach out if you have any questions or require additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]