

Subject: We're Here for You

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to acknowledge the recent deadline that was not met. We understand that situations arise that can disrupt our plans and commitments.

Please rest assured that we are here to support you during this time. Your well-being and success are important to us, and we are committed to helping you navigate through any challenges you may be facing.

We can discuss an adjusted timeline that aligns with your current situation. Your contributions are valued, and together we can create a path forward.

Feel free to reach out at your earliest convenience. We are more than willing to lend our assistance.

Warm regards,

[Your Name]

[Your Position]

[Your Company]