

Project Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Project Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a delay in the [Project Name] due to [brief explanation of the cause of the delay]. We had anticipated completing the project by [original completion date], but we now expect to finalize it by [new completion date].

We are committed to maintaining the quality of our work and have taken steps to mitigate further delays, including [brief overview of any measures being implemented]. Your understanding and support during this time are greatly appreciated.

If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]