

# Subject: Explanation for Delayed Project Milestones

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an update on the status of our ongoing project, specifically regarding the recent delays in achieving certain milestones.

As you are aware, our project was scheduled to reach [specific milestone(s)] by [original date]. However, due to [briefly explain reason for delay, e.g., unforeseen circumstances, resource shortages, etc.], we have encountered challenges that have impacted our timeline.

We are actively working to address these issues by [explain measures being taken to mitigate the delay, e.g., reallocating resources, adjusting project plans]. We are committed to minimizing any further delays and ensuring the successful completion of the project.

We appreciate your understanding and support during this time. Please rest assured that we are doing everything possible to get back on track. I will keep you updated on our progress and any new developments regarding the project timeline.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]