

Advisory on Unexpected Project Delay

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Advisory on Project Delay

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the [Project Name] project. Despite our team's diligent efforts to meet the scheduled timeline, unforeseen circumstances have arisen that have impacted our progress.

Specific reasons for this delay include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

As a result, we regret to inform you that the project completion date has been pushed back to [New Completion Date]. We are actively working on mitigating the impact of these delays and implementing solutions to ensure the project's successful completion.

We appreciate your understanding and support during this time. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]