

Project Delay Announcement

Dear Team,

We hope this message finds you well. We are writing to inform you about a delay in the XYZ Project, originally scheduled for completion on [original completion date].

Due to [brief explanation of reasons for delay], we have revised the timeline. The new completion date is now set for [new completion date].

We understand that this may impact your plans and appreciate your understanding as we work through these challenges. Your continued support and commitment are crucial as we navigate this situation.

We will keep you updated with any further developments and thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]