

# Confirmation of Project Delay

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to confirm the delay in the [Project Name] project, originally scheduled for completion on [Original Completion Date]. Due to [brief explanation of reasons for delay], we anticipate that the new completion date will be [New Completion Date].

We understand the importance of this project and are committed to minimizing any inconvenience this delay may cause. Our team is actively working to resolve the issues and ensure that the project remains on track moving forward.

We will keep you updated on our progress and any further developments. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]