

Letter of Explanation for Project Delay

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally explain the reasons for the delay in the [Project Name] project. Unfortunately, we have encountered several unforeseen challenges that have impacted our timeline.

Firstly, [briefly explain the first reason for the delay, e.g., "we faced unexpected supply chain issues that resulted in late delivery of critical materials"]. This issue has caused a significant setback in our project schedule.

Additionally, [briefly explain the second reason for the delay, e.g., "a key team member fell ill, which temporarily reduced our workforce and hindered progress on essential tasks"].

We are actively working to address these issues by [outline the steps you are taking to mitigate the delay, e.g., "sourcing alternative suppliers and reallocating resources"].

We appreciate your understanding and patience during this time. We remain committed to delivering a quality project and are confident that with our adjusted timeline, we will meet your expectations.

Thank you for your attention to this matter. Please do not hesitate to reach out if you have any questions or require further clarification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]