

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a recent development regarding the schedule for the [Project Name] project.

Due to [reason for the setback], we are experiencing a setback that will affect our initial timeline. We had anticipated completing the project by [original completion date], but due to the unforeseen circumstances, we now project a new completion date of [new completion date].

We understand the importance of this project and are committed to addressing these challenges efficiently. We are currently working on a revised action plan and will keep you updated on our progress. Our team is dedicated to minimizing the impact of this delay on the overall project outcome.

Thank you for your understanding and support. Please feel free to reach out if you have any questions or concerns regarding this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]