

# Project Delay Update Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Delay Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an update regarding the [Project Name] project. Unfortunately, we are experiencing a delay due to [reason for delay].

We initially anticipated completion by [original completion date], but we now expect to finalize the project by [new completion date]. We understand the importance of this project and are working diligently to resolve the issues that have arisen.

We appreciate your understanding and support during this time. If you have any questions or would like further information, please do not hesitate to reach out.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]