

# Contractor Project Delay Acknowledgment

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

We are writing to formally acknowledge the delay in the [Project Name] project, originally scheduled for completion on [Original Completion Date].

The delay has been caused by [briefly state reasons for the delay, e.g., unforeseen weather conditions, supply chain issues, etc.]. We understand the importance of this project and assure you that we are making every effort to minimize the impact of this delay.

We anticipate that the new completion date will be [New Completion Date], and we will keep you updated on our progress throughout the remainder of the project.

Thank you for your understanding and patience during this time. Please do not hesitate to contact us if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]