

Apology for Project Delay

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally apologize for the delays that have occurred in your project, [Project Name]. We understand the importance of timely completion and take full responsibility for the unforeseen circumstances that have impacted our timeline.

Due to [briefly explain reason for delay, e.g., unexpected weather conditions, supply chain issues, etc.], we have not been able to meet the initially agreed-upon schedule. We are actively working to resolve these issues and have implemented measures to ensure that the project is back on track as swiftly as possible.

We value your trust in us and are committed to delivering quality work. We will keep you updated on our progress and provide a revised timeline by [insert date]. Thank you for your understanding and patience during this time.

Should you have any further questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]