

Project Delay Notification

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Notification of Project Delay

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about an unexpected delay in the progress of the [Project Name] project.

Due to [reason for the delay, e.g., unforeseen circumstances, supply chain issues, etc.], we are unable to meet the original timeline set forth in our contract. We sincerely apologize for any inconvenience this may cause and are actively working to address the situation.

We anticipate that the delay will extend the project completion date by [insert estimated time]. We are committed to keeping you updated on our progress and any further developments.

Thank you for your understanding and support during this period. Please do not hesitate to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]