

Project Delay Impact Statement

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

From: [Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

Subject: Project Delay Impact Statement for [Project Name]

Dear [Recipient Name],

I am writing to formally address the delays impacting the [Project Name], which was initially scheduled for completion on [Original Completion Date]. Unfortunately, due to [briefly outline causes of delay], we are currently facing unforeseen delays that have impacted our project timeline.

As of today, the revised completion date has been pushed to [Revised Completion Date]. The delays have resulted in [describe the impact of the delay, such as increased costs, resource allocation issues, etc.].

We are actively working to mitigate the effects of these delays by [explain any measures being taken to address the delay]. Our team is committed to ensuring that we deliver a quality project while minimizing additional setbacks.

Please let us know if you require any further details or documentation regarding this situation. We appreciate your understanding and support as we navigate these challenges.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]