

Letter of Delay Resolution

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

Subject: Resolution of Project Delay

We acknowledge the delay in the [Project Name] project, originally scheduled to be completed by [Original Completion Date]. The delay was due to [Brief Explanation of Reasons for Delay].

We are currently taking the following steps to mitigate this delay:

- [Step 1: e.g., Allocating additional resources]
- [Step 2: e.g., Adjusting project timelines]
- [Step 3: e.g., Collaborating with suppliers]

We propose a new completion date of [New Completion Date] and assure you of our commitment to delivering quality work.

Thank you for your understanding and support. We appreciate your patience during this time. If you have any questions or require further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]