

Project Delay Update

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Subject: Update on Project Delay

Dear [Client's Name],

We are writing to inform you of a delay in the progress of the [Project Name]. Due to [briefly explain reason for delay, e.g., unexpected weather conditions, supply chain issues, etc.], we have encountered challenges that have impacted our timeline.

As of now, we anticipate that the project completion will be delayed by [insert estimated duration of delay]. We are actively working to resolve these issues and have implemented measures to mitigate the delay, including [mention any corrective actions being taken].

We value your patience and understanding in this matter, and we assure you that we are committed to delivering the project to the highest standard. We will keep you updated on our progress and any developments that may arise.

If you have any questions or require further information, please do not hesitate to contact us at [Contractor's Phone Number] or [Contractor's Email Address].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Title]

[Contractor's Company Name]

[Contractor's Company Address]