

Project Delay Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of a delay in the [Project Name] due to a material defect encountered in the materials supplied for the project. As per our contract dated [Insert Contract Date], we are obligated to keep you informed of any issues that may affect the schedule.

The defect was identified on [Date of Identification], and we have promptly taken steps to address the situation. However, the following impacts on the project timeline are anticipated:

- [Impact 1]
- [Impact 2]
- [Impact 3]

We are currently in communication with the supplier and are exploring all possible solutions to resolve this issue expeditiously. We will keep you updated on the actions we are taking and any modifications to the project timeline.

We appreciate your understanding and patience in this matter. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]