

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Delay Due to Unanticipated Site Challenges

I hope this message finds you well. I am writing to formally notify you of an unforeseen delay in our ongoing project at [Project Location]. Due to unanticipated site challenges, specifically [briefly describe the challenge, e.g., unexpected soil conditions, permitting issues], we have encountered delays that are impacting our previously established timeline.

We are actively working to address these challenges by [mention any measures being taken, e.g., consulting with specialists, adjusting project plans], and we are committed to minimizing the impact on the project schedule as much as possible. However, at this time, we estimate that the project completion will be delayed by approximately [insert estimated delay duration, e.g., two weeks].

We understand the importance of timely project completion, and we will keep you informed of any further updates or adjustments to the timeline. Please don't hesitate to reach out if you have any questions or require further clarification regarding this matter.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]