

# Response to Complaint Regarding Project Delay

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing in response to your recent complaint regarding the delay in the [Project Name] construction project.

We sincerely apologize for any inconvenience this delay may have caused. The delay was primarily due to [specific reasons for the delay, e.g., unforeseen weather conditions, supply chain issues, etc.]. We understand the impact such delays can have on our clients and are actively working to address these issues.

Please be assured that we are committed to completing the project as swiftly and efficiently as possible. Our revised timeline indicates that we anticipate resuming work by [insert date], with a projected completion date of [insert date].

We appreciate your understanding and patience during this time. Should you have any further questions, please do not hesitate to reach out to us at [insert contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]