

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an important adjustment to the construction project timeline due to unforeseen delays in material supply.

As you are aware, the timely procurement of materials is crucial for maintaining our scheduled timeline. Unfortunately, we have encountered delays with the suppliers that are beyond our control. We are actively working to mitigate these issues by exploring alternative options and negotiating with our current suppliers.

As a result of these delays, we anticipate a shift in the project schedule. We propose to revise the timeline as follows:

- Original Completion Date: [Original Date]
- Proposed New Completion Date: [New Date]

We understand the importance of timely project completion and are committed to minimizing the impact of these adjustments. We appreciate your understanding and cooperation during this challenging time.

Please feel free to reach out for further discussion or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]