

# Letter of Explanation for Delay in Grant Proposal Completion

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you regarding the delay in the completion of our grant proposal originally scheduled for submission on [original due date].

Due to [specific reasons for the delay, e.g., unforeseen circumstances, and project complexities], we have encountered challenges that have necessitated additional time to ensure the quality and integrity of the proposal.

We are committed to providing a comprehensive and well-researched proposal and estimate that we will be able to submit by [new submission date]. We appreciate your understanding and support during this time.

If you have any questions or require further information, please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]