

# Contract Delay Acknowledgment Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally acknowledge your concerns regarding the delay in the execution of the contract for [Project/Service Name].

We understand that timely delivery is crucial for your planning and operations, and we sincerely apologize for any inconvenience this delay may have caused. The unforeseen circumstances arising from [reason for the delay] have unfortunately impacted our timeline.

Please be assured that we are actively working to resolve these issues and are committed to minimizing any further disruptions. We are implementing a revised schedule and will keep you updated on our progress.

Your satisfaction is our top priority, and we appreciate your understanding and patience during this time. If you have any further questions or if there's anything else we can do to assist, please do not hesitate to reach out.

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]