

# Contract Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a delay concerning our contract dated [Insert Contract Date], regarding [Insert Contract Subject]. Unfortunately, due to [briefly explain reason for delay], we are unable to meet the original timelines outlined in the agreement.

We understand the importance of this matter and are taking the following steps to address the situation:

1. Conducting a thorough review of the current status of the project.
2. Implementing additional resources to accelerate the progress.
3. Adjusting the project schedule to ensure all deliverables meet quality standards.
4. Regularly updating you on our progress and any further developments.

We appreciate your understanding and patience during this time. Please rest assured that we are committed to resolving this matter as swiftly as possible.

If you have any questions or need further clarification, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]