

Notification of Contract Delay

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of a delay in the execution of our contract dated [Insert Contract Date] regarding [Brief Description of Contract]. This delay has arisen due to recent regulatory changes that require us to reassess our obligations under the current agreement.

As you are aware, [Brief Explanation of Regulatory Changes]. This change impacts several aspects of our existing contract, and we are currently working diligently to ensure compliance while minimizing any disruption to our plans.

We anticipate that this review will take approximately [Insert Estimated Timeframe]. We will keep you updated on our progress and notify you as soon as we are ready to proceed with the contract.

We appreciate your understanding and cooperation during this time. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[Your Phone Number]