

Notification of Contract Delay

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a delay in the completion of the contract titled "[Contract Title]", originally scheduled for completion on [Original Completion Date].

Due to unforeseen circumstances, including [briefly explain unforeseen circumstances], we are unable to meet the agreed timeline. We are currently working diligently to mitigate these issues and anticipate that we will require an additional [number of weeks/days] to fulfill our obligations.

We appreciate your understanding in this matter and are committed to maintaining transparency throughout this process. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further clarification.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]