

Letter of Notification for Contract Delay

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay concerning our project [Project Name/Description], which was scheduled to be completed by [Original Completion Date].

At [Your Company Name], we pride ourselves on delivering high-quality results, and we believe that maintaining our commitment to quality is paramount. Unfortunately, due to [brief explanation of the reason for delay, e.g., unforeseen circumstances], we must extend the timeline for completion to ensure that the final product meets our high standards and your expectations.

We are currently working diligently to address these challenges, and we are forecasting a new completion date of [New Completion Date]. Please rest assured that we are fully committed to resolving these issues as quickly as possible while maintaining the quality of work you expect from us.

We appreciate your understanding and support during this time. Should you have any questions or if there are specific concerns you would like to discuss, please do not hesitate to reach out to us directly.

Thank you for your patience and trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]