

# Notice of Contract Delay

Date: [Insert Date]

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

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of a delay concerning our contract dated [Insert Contract Date]. Unfortunately, due to [brief explanation of the reason for the delay], we are unable to fulfill our obligations within the initially agreed timeline.

We sincerely apologize for any inconvenience this may cause. To mitigate the impact of this delay, we would like to offer you the following compensation: [describe compensation offer, e.g., a discount, extended service period, etc.]. We believe this will help address any disruption caused by this situation.

We appreciate your understanding and patience as we navigate this issue. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your continued cooperation.

Sincerely,

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