

Notice of Contract Delay

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay that has occurred regarding our contract [Contract Number/Name], originally scheduled for [Original Deadline].

Due to [brief explanation of the reasons for the delay, e.g., unforeseen circumstances, supply chain issues, etc.], we regret to inform you that we are unable to meet the agreed timeline. We are actively working to resolve these challenges and aim to complete the project by [Revised Deadline].

We sincerely apologize for any inconvenience this may cause and kindly ask for your understanding in this matter. We are committed to maintaining open communication and will keep you updated on our progress.

Thank you for your patience and support. Should you have any questions or require further clarification, please do not hesitate to reach out.

Warm regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]