

Subject: Notification of Contract Delay and Revised Timeline

Dear [Recipient's Name],

I hope this message finds you well. We are writing to inform you about an unexpected delay regarding the contract for [Project/Service Name]. Due to [brief explanation of the reason for the delay], we have encountered some challenges that have impacted our original timeline.

We understand the importance of this project and sincerely apologize for any inconvenience this may cause. To keep you updated, we have created a revised timeline to ensure project completion:

- Original Start Date: [Original Start Date]
- Revised Start Date: [Revised Start Date]
- New Milestone Dates: [List New Milestones with Dates]
- Expected Completion Date: [Expected Completion Date]

We appreciate your understanding and support during this time. Please feel free to reach out if you have any questions or if you need further clarification regarding the revised timeline.

Thank you for your patience and cooperation.

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