

# Letter of Acknowledgment for Contract Delay

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We acknowledge receipt of your announcement regarding the delay of the contract originally scheduled for [Insert Date]. We understand the challenges that have arisen and appreciate your transparency in communicating this matter.

As discussed, we remain committed to working together and will ensure that all necessary adjustments are made to accommodate this change. Please keep us updated with any further developments or the revised timeline.

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]