

# Letter of Clarification Regarding Contract Delay

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally clarify the reasons for the recent delays in the execution of our contract dated [Contract Date]. We understand the importance of timely communication and would like to provide the following details:

- Reason 1: [Brief explanation of reason]
- Reason 2: [Brief explanation of reason]
- Reason 3: [Brief explanation of reason]

We are actively working to resolve these issues and anticipate that the project will resume on [Projected Start Date]. Please rest assured that we are committed to meeting our obligations and fulfilling the terms of our agreement.

Thank you for your understanding and support. Please do not hesitate to reach out if you have any further questions or require additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]  
[Your Position]  
[Your Company]