

Contract Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Contract Delay Status

Dear [Recipient's Name],

I am writing to inform you about the current status of our contract originally scheduled to commence on [Insert Original Start Date]. Unfortunately, due to [briefly explain reason for delay], there will be a delay in the implementation of the contract.

We are actively working to resolve these issues and we anticipate that the contract will now commence on [Insert New Start Date]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this time.

Please let us know if you have any questions or require further information.

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]