Notification of Contract Delay

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a delay in the execution of the contract titled "[Contract Title]" originally scheduled to commence on [Start Date].

The delay is due to [brief explanation of the reason for delay]. We are actively working to resolve these issues, and we anticipate that the project will resume by [Expected Resumption Date].

Please be assured that we are fully committed to fulfilling our contractual obligations and minimizing the impact of this delay.

We appreciate your understanding and support in this matter. Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email]