

Notification of Contract Progress Delay

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a delay in the progress of our contract dated [Insert Contract Date] regarding [Brief Description of Contract].

Due to [Reason for Delay], we anticipate that the completion timeline may be extended. We are currently implementing measures to address these issues and mitigate the delay.

Please rest assured that we are committed to maintaining the quality of work and meeting the contractual obligations. We appreciate your understanding and cooperation during this time.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]