

# Notice of Contract Delay Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about an update regarding the delay in the contract dated [Insert Contract Date] for [Specify Project/Service]. Due to [briefly explain reason for delay], we anticipate that the completion date will be extended.

We are committed to minimizing the impact of this delay and are actively working to resolve the issues that caused it. The new completion date is now projected to be [Insert New Date].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to reach out to us at [Your Contact Information] if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]