

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

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

Dear [Recipient's Name],

Subject: Clarification on Extended Time Frame for Service Delivery

I hope this message finds you well. I am writing to clarify the extended time frame regarding the delivery of services outlined in our previous discussions.

Due to [reason for extension, e.g., unforeseen circumstances, supply chain issues], we have adjusted our timeline for delivery. The new expected completion date is [new date]. We aim to ensure quality and satisfaction, and this adjustment will allow us to meet your expectations effectively.

We appreciate your understanding and patience during this period. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your cooperation.

Sincerely,

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