

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you about an update regarding the deadline for the completion of [specific task or project name].

Due to [brief reason for the delay, e.g., unforeseen circumstances, resource availability], we will need to extend the deadline for this task. The new completion date will be [new deadline date].

We understand the importance of this project to you and appreciate your understanding as we work diligently to ensure that we deliver the best possible results.

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

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]