[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Delay in Project Timeline**

Dear [Client’s Name],

I am writing to inform you of an unforeseen delay in the timeline for the [Project Name], originally scheduled for completion by [ORIGINAL COMPLETION DATE].

**Reason for Delay**:

The delay has occurred due to [*brief explanation of the cause, e.g., “unexpected resource constraints,” “unforeseen complexities in the project,” or “delays in receiving necessary inputs”*]. We are actively addressing these challenges to minimize any further impact on the project schedule.

**Revised Timeline**:

We anticipate completing the project by [NEW COMPLETION DATE]. The key milestones have been updated as follows:

* [Milestone 1] – [Revised Date]
* [Milestone 2] – [Revised Date]
* [Milestone 3] – [Revised Date]

**Next Steps**:

To ensure progress remains on track, we have implemented the following measures:

* [*Action 1, e.g., “Allocating additional resources to key areas.”*]
* [*Action 2, e.g., “Reprioritizing deliverables to meet critical deadlines.”*]

We apologize for any inconvenience this delay may cause and are committed to maintaining transparency throughout the process. Please feel free to reach out to [Name, Title] at [Email Address/Phone Number] with any questions or concerns.

Thank you for your understanding and continued collaboration.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]