

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Justification for Project Delay

I hope this letter finds you well. I am writing to formally address the recent delays experienced in the [Project Name].

The primary reasons for this delay include:

1. [Reason 1: Brief description]
2. [Reason 2: Brief description]
3. [Reason 3: Brief description]

We understand the impact that this delay may have on our stakeholders and are committed to resolving these issues promptly. We have taken the following steps to mitigate the delay:

- [Mitigation Step 1]
- [Mitigation Step 2]
- [Mitigation Step 3]

We appreciate your understanding in this matter and are confident that we will meet the revised timeline moving forward. Thank you for your continued support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]