

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]
[City, State, Zip Code]

Subject: Notification of Delay Regarding Contract Drafting for [Project/Contract Name]

Dear [Recipient Name],

I am writing to formally notify you of a delay in the completion of the draft for the [Contract Name/Reference Number] originally scheduled for delivery on [Original Deadline Date].

Due to [Brief Reason for Delay, e.g., unforeseen administrative backlogs / pending internal approvals / requests for additional information], we require additional time to ensure all terms are accurately reflected and legally sound.

We now anticipate that the completed draft will be sent to you by [New Expected Date].

We apologize for any inconvenience this delay may cause to your timeline. We remain committed to finalizing this agreement as quickly as possible. Please let us know if there are urgent concerns regarding this adjustment.

Thank you for your patience and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]