Date

Name

Address

Dear Mr. Watson,

This letter is intended to provide you a justification for the delay that was caused in the project ABC during the month of March 20XX, which resulted in the overall delay of the project.

The commencement of the ABC project was planned for the start of March. The timelines of all the different activities were strategized accordingly. Nevertheless, in the first place, the work progression was dependent on the availability of raw materials, which were ordered from China, and was expected at the end of February 20XX. The container, however, reached late, and the project could not be started till the mid of April 20XX. This did not only affect the project onset but automatically delayed all the subsequent activities. However, in terms of costs, fortunately, we did not have to face any increased financial costs, other than the planned costs, as all the subsequent activities were completed according to the changed plan. Only, the increased cost was the increased time overall.

I understand that the client is upset due to the delayed delivery, but my department has all the required explanations and justifications. We have all the evidence of the shipment delay, which I am attaching which this letter as well. I wanted to provide a formal justification, which is why I am writing this letter. However, we are ready to present our case in front of the client as well.

If you have any questions, please contact me at xxxx.

Thank you for understanding.

Regards,

Samantha Steven.