Date

Recipient Name  
Recipient Address  
Contact Number

Subject: Continuous delay of work

Dear Sir/Madam,

This email is to bring to your notice the (project name). The (name of the project) has still not been completed despite its deadline having been passed. This has been impacting the overall progress of the complete project. We are facing many hurdles due to this.

We hope that you take this email seriously and complete the task as soon as is possible.

I hope that you will direct this concern to the whole team. If you have any queries, feel free to contact us on (state number or email).

Sincerely,

(Your Name)  
(Your Position)