Dear Director,

I trust this email finds you well during your travels.

I am writing to provide a comprehensive update on the status of our current application development project. Due to an unexpected technical challenge related to the integration of a critical component, we were unable to meet a significant project milestone. This issue has proven to be more intricate than initially anticipated, requiring additional time and resources to resolve.

Our team has meticulously investigated the root cause and developed a decisive plan to address this challenge. While we are confident in our approach, the resolution process dictates an modification to our project timeline to ensure the high standards of quality and functionality we strive for.

To mitigate any further delays and maintain transparency, we have established a revised timeline as follows:

* Resolution of Technical Issue: 1 week (December 5 - December 12)
* Testing and Quality Assurance: 2 weeks (December 13 - December 26)
* Final Adjustments and Deployment: 1 week (December 27 - January 3)

We acknowledge the critical importance of this project and continue commitment to delivering a high-quality product. Our revised timeline ensures that we address the technical issues comprehensively while upholding our dedication to excellence.

I will continue to provide you with regular updates on our progress and remain available to discuss any concerns you may have via email. Thank you for your understanding and continued support.

Best regards,

Andrea Plunkett Jackson