3)

To: Ron@gmail.com

CC:

Subject: Delay in delivery of Project.

Dear Ron,

Hope you are doing well. With due respect, I would like to bring to your notice t that the project which you had assigned for our company is almost ready to deliver, but due to some testing issues, we are not able to deliver the project on time. We are trying to resolve this issue and we will fix the issue as soon as possible. Hence we are requesting you to accept our apologize and extend the time for this project.

Thanks and Regards,

Rahul.