To: project.manager@espire.com

Cc: [gurudeo.singh@espire.com](mailto:gurudeo.singh@espire.com)

Sub: Unable to Complete the Project in Deadline

Hi XXX,

Hope you are doing well.

**I apologise for did not complete project on time because I’m surfing from viral fever from last 10-15** days so I really disappoints. But now I’m completely fit and well and start working again on your project.

However, I assure you that my team and I have been working very hard to try and complete the work as quickly as possible. Currently, 80% of the work is complete, and we require three more days to deliver the remaining items. If possible, a short extension to the deadline would enable us to complete the final tasks and hand over the work.

Now that we have all the resources we need to move on with the project, I assure you it will be completed promptly.

Once again we regret the delay. please be assure that we are committed to meeting the final deadline.

**Thanks and Regards,**

**Kapil Kumar**

**Software Engineer**

**Kapil.kumar@espire.com**

**Espire Infolabs Private Limited**

**486 & 487, Udyog Vihar Phase-III, Gurgaon- 122016  
Tel: +91-124-7173-243 |**[**www.espire.com**](http://www.espire.com/)

**SEI CMMI level 5 Ver 2.0 Appraised (DEV + SVC)**

**ISO 27001:2013** & **ISO 9001:2008** **certified**

[Description: Description: Description: Description: Description: Description: facebook-icon (1)](https://www.facebook.com/EspireInfolabs)

