[Address Line 1]

[Date]

**Notice of Delay in Meeting Compliance Deadlines**

Dear [ADDRESSEE],

We are writing to inform you of a delay in meeting the compliance deadlines outlined under [*SPECIFIC REGULATION OR AGREEMENT, e.g., “Section [NUMBER] of the Agreement dated [DATE]” or “the [REGULATION NAME]”*].

Despite our best efforts, unforeseen circumstances have impacted our ability to meet the deadline of [ORIGINAL DEADLINE DATE]. These circumstances include [*BRIEF DESCRIPTION OF REASONS, e.g., “unexpected resource constraints,” “delays in receiving required data,” or “operational disruptions due to external factors”*].

We want to assure you that we are actively working to address this issue and bring our compliance efforts back on track. Our revised timeline is as follows:

1. Action Item: [*BRIEF DESCRIPTION OF ACTION, e.g., “Submission of required documentation.”*]

Revised Deadline: [DATE].

1. Action Item: [*BRIEF DESCRIPTION OF ACTION, e.g., “Implementation of compliance measures.”*]

Revised Deadline: [DATE].

We are committed to minimizing the impact of this delay and maintaining transparency throughout this process. To that end, we will provide regular updates on our progress and notify you promptly if further adjustments are necessary.

If you have any questions, concerns, or require additional information, please contact [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

We apologize for any inconvenience this delay may cause and appreciate your understanding as we work toward a resolution.

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]