

Construction Delay Insurance Claim

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

City, State, Zip: [City, State, Zip Code]

Claim Number: [Insert Claim Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for construction delay insurance due to unforeseen circumstances that have impacted the progress of the ongoing project located at [Project Address].

The delay is primarily attributed to [briefly explain the unexpected circumstances, e.g., severe weather conditions, supply chain disruptions, etc.]. These events were beyond our control and directly affected our timeline and project delivery.

As a result of these unforeseen circumstances, we anticipate a delay of approximately [insert duration of delay]. We have implemented all necessary measures to mitigate the impact of this delay, including [mention any actions taken].

Please find attached the relevant documentation, including:

- Original project timeline
- Records of delays caused by unforeseen circumstances
- Communication with subcontractors and suppliers
- Any additional supporting documentation

We kindly request your prompt attention to this claim and look forward to your assistance in processing it as soon as possible.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Phone: [Your Phone Number]

Email: [Your Email Address]