

Construction Delay Insurance Claim for Equipment Malfunction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Adjuster's Name],

Policy Number: [Insert Policy Number]

I am writing to formally submit a claim regarding the construction delay caused by a malfunction of equipment on the [Project Name] site, located at [Project Address]. As per our insurance agreement, we are entitled to coverage for delays caused by unforeseen equipment failures.

On [Date of Incident], our [Equipment Type/Model] experienced a malfunction that halted all work for [Duration of Delay]. We have attached documentation detailing the incident, including repair invoices, maintenance records, and correspondence with the equipment supplier.

We request your prompt attention to this matter to facilitate claim processing. Please find enclosed all necessary documents for your review. Should you require further information, do not hesitate to contact me directly.

Thank you for your assistance in this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]