

Construction Delay Insurance Claim

Date: [Insert Date]

To: [Insurer's Name]
[Insurer's Address]
[City, State, Zip Code]

Subject: Claim for Delay in Construction Due to Permit Delays

Dear [Insurer's Name],

I am writing to formally submit a claim for delays incurred in the construction project at [Project Address] due to unforeseen delays in the permitting process. The project, originally scheduled to commence on [Original Start Date], was delayed primarily because we did not receive the necessary permits from [Permit Authority] until [Actual Permit Receipt Date].

This delay has resulted in significant financial implications, including but not limited to increased labor costs, additional equipment rental fees, and other overheads. We have documented the delay through correspondence with the permit authority, which I have enclosed for your review.

According to our policy provisions under [Policy Number], we believe that this situation qualifies for coverage under the delay insurance. We are requesting a total reimbursement of [Amount] to mitigate the financial impact of this delay.

Attached to this letter, you will find all necessary documentation, including:

- Copies of all relevant correspondence with the permit authority
- Updated project timelines
- Detailed breakdown of additional costs incurred
- Any other supporting materials

We appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]