

Construction Delay Insurance Claim

Date: [Insert Date]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Claim for Construction Delay Insurance due to Project Scope Changes

Dear [Adjuster's Name],

I am writing to formally submit a claim for construction delay insurance related to our ongoing project, [Project Name], located at [Project Address]. This claim arises from significant scope changes mandated by [Client/Owner's Name] on [Date of Change Notification].

As documented in our project records, these scope changes have resulted in unanticipated delays that have impacted the original project timeline. Specifically, the modifications include [briefly describe the changes], which required [describe the impact on the project schedule, e.g., reworking, additional resources, etc.].

Due to these changes, our project completion has been adversely affected, resulting in additional costs and extending the deadline by [number of days/weeks]. We have attached all relevant documentation, including change orders, correspondence with the client, updated project schedules, and any additional supporting materials.

We kindly ask that you process this claim in accordance with our policy terms and conditions. Should you require any further information or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response regarding our claim.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]