

Construction Delay Insurance Claim Letter

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Dear [Adjuster's Name],

I am writing to formally submit a claim for construction delay insurance under our policy number [Policy Number], resulting from unforeseen supply chain disruptions that have impacted our project at [Project Location].

As you are aware, the supply chain issues that began in [Brief Description of Event, e.g., "the second quarter of 2023"] have significantly delayed the timely delivery of essential materials, specifically [List materials affected]. These delays have had a direct impact on our project schedule, causing [Detail the specific impacts, e.g., "the project to fall behind by approximately X weeks"].

Attached to this letter, you will find the necessary documentation to support our claim, including but not limited to:

- Project schedule updates
- Correspondence with suppliers
- Invoices for materials not delivered on time
- Further evidence of the impact on labor and project timeline

We respectfully request that the insurance coverage outlined in our policy be activated to address the financial ramifications caused by these delays. Please let me know if you require any additional information or further documentation to expedite this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]