

# Letter of Claim for Delay Insurance

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear [Insurance Adjuster's Name],

Subject: Claim for Delay Insurance Due to Subcontractor Issues

We are writing to formally present our claim for delays encountered on the [Project Name] project, which is covered under our delay insurance policy. The cause of the delays is primarily related to performance issues from our subcontractor, [Subcontractor Name].

Details of the delay:

- Project Name: [Insert Project Name]
- Original Completion Date: [Insert Date]
- Revised Completion Date: [Insert Date]
- Subcontractor Involved: [Insert Subcontractor Name]
- Nature of Delay: [Insert Description of Issues]
- Days of Delay: [Insert Number of Days]

Attached are supporting documents that include:

- Original contract and agreement with the subcontractor
- Records of communication regarding performance issues
- Updated project timeline and impact analysis
- Any additional relevant documentation

We kindly request the initiation of the claims process to recover costs incurred due to these delays. Please let us know if further information or documentation is required.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Contact Information: [Your Phone Number, Email Address]