

# Letter Regarding Construction Project Contract Issues

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Addressing Issues Pertaining to Construction Project Contract

I hope this message finds you well. I am writing to bring to your attention several issues that have arisen concerning our current construction project under the contract dated [Insert Contract Date].

- 1. Delay in Project Timeline:** We have observed that certain phases of the project are lagging behind the scheduled timeline, leading to concerns about overall completion.
- 2. Quality of Work:** There have been instances where the quality of work does not align with the standards specified in our contract. Specific areas of concern include [insert specific areas of concern].
- 3. Change Orders:** There have been several change orders submitted that have not yet been resolved, creating confusion regarding project scope and budget.

We request a meeting to discuss these issues at your earliest convenience. It is imperative that we address these concerns promptly to ensure the successful continuation of the project.

Thank you for your attention to these matters. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]