

# Project Delay Notification

**To:** [General Contractor's Name]  
**From:** [Subcontractor's Name]  
**Date:** [Date]  
**Project Name:** [Project Name]  
**Contract Number:** [Contract Number]

Dear [General Contractor's Name],

We are writing to formally notify you of a delay in our subcontracted work on the [Project Name] due to unforeseen supply chain disruptions. Despite our best efforts to mitigate these issues, the following factors have contributed to the delay:

- Increased lead times on critical materials.
- Unavailability of specialized equipment.
- Unexpected shipping delays from our suppliers.

As a result, we anticipate that our completion date will be impacted by approximately [number of days/weeks]. We are actively working with our suppliers to resolve these issues and minimize the delay. We will keep you updated on our progress.

We appreciate your understanding in this matter and are committed to maintaining open communication as we work towards a resolution.

Thank you for your attention to this notification.

Sincerely,

[Your Name]  
[Your Position]  
[Subcontractor's Company Name]  
[Contact Information]