

Incident Report for Project Delays

Date: [Insert Date]

To: [Project Manager's Name]

From: [Your Name]

Company: [Your Company Name]

Project: [Project Name]

Subject: Incident Report for Delays

Dear [Project Manager's Name],

I am writing to formally report an incident that has affected the progress of the [Project Name]. This report outlines the reasons for the delays experienced by our team, [Subcontractor Name], and the steps we are taking to address the situation.

Incident Details:

- **Date of Incident:** [Insert Date]
- **Description of Delay:** [Briefly describe the nature of the delay]
- **Impact on Project Schedule:** [Detail the specific impacts on the project timeline]

Reasons for the Delay:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Corrective Actions:

We are committed to resolving this issue promptly. The following corrective actions are being implemented:

- [Action 1]
- [Action 2]
- [Action 3]

We greatly appreciate your understanding and support regarding this matter. Please let us know if further information is required. We will keep you updated on the progress of our corrective actions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]