

Delay Resolution Request

Date: [Insert Date]

To: [Insert General Contractor's Name]

From: [Insert Subcontractor's Name]

Subject: Request for Resolution of Delay

Dear [General Contractor's Name],

I am writing to formally notify you of a delay in the progress of our subcontracted work on the [Project Name] due to [Briefly Describe Reason for Delay]. The unforeseen circumstances have affected our scheduled timeline, and we believe it is crucial to address this matter promptly.

We have taken the following actions to mitigate the delay:

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

We kindly request your assistance in resolving this issue at your earliest convenience. Please let us know a suitable time for a meeting to discuss this matter further.

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

Sincerely,

[Subcontractor's Name]

[Subcontractor's Company]

[Contact Information]