

Project Delay Notification

Date: [Insert Date]

To: [Subcontractor Name]

Company: [Subcontractor Company]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are writing to formally notify you of a delay in the [Project Name] project. Due to [reason for delay, e.g., unforeseen circumstances, supply chain issues, etc.], the project timeline has been impacted.

As a result, we anticipate that your portion of the work will be affected. The new schedule will be communicated to you once the revised timeline is established, which we expect to finalize by [insert expected date].

We understand the importance of maintaining momentum and will do everything we can to mitigate the impact of this delay. We appreciate your understanding and cooperation in this matter.

Please feel free to reach out to us if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]