

# Construction Delay Notification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally notify you of an unforeseen delay in the construction schedule for the [Project Name/Description] at [Project Location].

Due to [brief explanation of the reason for the delay, e.g., weather conditions, supply chain issues, etc.], we anticipate that the project completion date will be pushed back by [insert duration of delay]. We are committed to minimizing the impact of this delay and are taking all necessary steps to address the issues promptly.

We understand the inconvenience this may cause and appreciate your understanding during this time. We will keep you updated on our progress and provide a revised timeline as soon as it is available.

If you have any questions or concerns, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued patience and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]