

# Construction Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a delay in the construction timeline for the [Project Name] project due to unforeseen labor shortages. Despite our best efforts to maintain the scheduled progress, we have encountered significant challenges in securing the necessary workforce to complete the project as planned.

We understand the importance of adhering to the construction timeline and are actively working to resolve this situation. We are currently exploring alternative solutions, including contacting subcontractors and recruitment agencies to expedite the hiring process.

We anticipate that this delay may extend the project timeline by approximately [Insert Duration], and we will continue to keep you informed of any developments. Please be assured that our team is committed to minimizing the impact of this delay and ensuring the quality of work is not compromised.

We appreciate your understanding and cooperation during this challenging time. If you have any questions or would like to discuss this matter further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]