

Construction Delay Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you regarding a delay affecting the [Project Name] project, which is currently underway at [Project Location]. This delay is primarily due to disruptions in the material supply chain that are beyond our control.

Despite our ongoing efforts to expedite the procurement process, we have encountered significant challenges in securing the necessary materials, including [List of Key Materials]. These disruptions have arisen from [Brief Explanation of Causes], resulting in a projected delay of [Anticipated Delay Duration].

We understand the importance of maintaining the project schedule and are actively working with our suppliers to mitigate the impact of these delays. We are committed to keeping you updated on our progress and will provide further information as it becomes available.

We appreciate your understanding and support during this time. Should you have any questions or require further details, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]