

# Construction Delay Notification

Date: [Insert Date]

To: [Project Stakeholder Name]

From: [Your Company Name]

Subject: Notification of Delay in Construction Project - [Project Name]

Dear [Stakeholder Name],

We are writing to inform you of a delay affecting the progress of the [Project Name] located at [Project Address]. Despite our best efforts to adhere to the original schedule, we have encountered unforeseen circumstances that have impacted the timeline.

The primary reasons for the delay include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

As a result, we anticipate that the completion date will be extended by [Number of Days/Weeks]. We are actively working to mitigate the delays and will keep you updated on any significant developments.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]