

Construction Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a delay in the construction schedule for the [Project Name] project. Due to [Reason for Delay], we regret to inform you that the original timeline will require adjustments.

The following milestones will be affected:

- [Milestone 1] - New completion date: [New Date]
- [Milestone 2] - New completion date: [New Date]
- [Milestone 3] - New completion date: [New Date]

We are committed to minimizing the impact of this delay and are actively working to resolve the issues. We anticipate resuming the normal pace of work by [Projected Date].

We appreciate your understanding and support. Should you have any questions or require further information, please feel free to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]