

# Construction Delay Notification

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Subject: Notification of Construction Delay

Dear [Subcontractor Name],

We are writing to formally notify you of a delay in the construction schedule related to the [Project Name] due to [reason for delay]. As a result, we kindly ask you to adjust your work timelines accordingly.

The new schedule for your scope of work is as follows:

- Original Start Date: [Insert Original Start Date]
- New Start Date: [Insert New Start Date]
- Expected Completion Date: [Insert Expected Completion Date]

Please acknowledge receipt of this notification and confirm your understanding of the revised schedule. Should you have any questions or require further information, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]