

Construction Delay Notification

Date: [Insert Date]

To: [Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[Supplier's City, State, Zip Code]

Dear [Supplier's Name],

We are writing to inform you of a delay in the construction schedule for the [Project Name] that may impact your upcoming deliveries. Due to unforeseen circumstances, including [briefly explain the reason for the delay, e.g., weather conditions, labor shortages], we have had to adjust the timeline.

We anticipate that the delay will affect the expected delivery date of [specific materials or products] initially scheduled for delivery on [original delivery date]. The new anticipated delivery date is [new delivery date].

We understand the importance of timely supplies and will work closely with you to minimize the impact of this delay. Please confirm if the new delivery schedule is manageable for your operations, or discuss alternative arrangements if necessary.

Thank you for your understanding and cooperation. For further inquiries, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Your Company Phone Number]