

Construction Delay Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Notification of Delay Due to Unforeseen Site Conditions

Dear [Recipient Name],

We are writing to formally notify you of a delay regarding the ongoing construction project at [Project Location]. Unfortunately, we have encountered unforeseen site conditions that are impacting our original schedule.

During our recent excavation work, we discovered [describe the unforeseen conditions, e.g., unexpected bedrock, hazardous materials, etc.]. These conditions were not anticipated at the time of planning and have resulted in a delay in our project timeline.

We are currently assessing the full scope of the issue and developing a revised schedule to mitigate the delays. We will make every effort to minimize the impact on the overall project timeline and will keep you updated on our progress.

Thank you for your understanding and cooperation as we address these unforeseen issues. Should you have any questions or require further details, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]