

# Delay Notification Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Subject: Notification of Delay in Construction Project

Dear [Recipient's Name],

We are writing to formally notify you of a delay in the construction project titled "[Project Name]" located at [Project Address]. Despite our efforts to adhere to the project timeline, unforeseen circumstances have arisen that have impacted our schedule.

The reasons for the delay include:

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

We are currently working to mitigate these delays and have implemented the following measures:

- [Mitigation Measure 1]
- [Mitigation Measure 2]

As a result, we anticipate that the new completion date will be [New Estimated Completion Date]. We understand the importance of this project and assure you that we are fully committed to delivering the highest quality work.

Thank you for your understanding and support. Please feel free to contact us if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]