

Construction Insurance Claim Letter for Project Delays

Date: [Insert Date]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Claim for Insurance Coverage Due to Project Delays

Dear [Claims Adjuster's Name],

I am writing to formally file a claim under our construction insurance policy, [Policy Number], due to unforeseen delays encountered on our project, [Project Name], located at [Project Address]. The delays were caused by [briefly explain the cause of the delays, e.g., adverse weather conditions, supply chain disruptions, etc.], which were beyond our control.

The anticipated completion date of the project was originally set for [Original Completion Date]. However, due to the aforementioned issues, we are now facing a new projected completion date of [Revised Completion Date]. This delay has resulted in significant financial impacts, including [mention losses incurred, additional costs, etc.].

Attached to this letter, you will find the necessary documentation including:

- Project schedule
- Photographs evidencing delays
- Invoices related to additional costs incurred
- Correspondence related to the project delays

We request that you review our claim and advise on the next steps towards processing this matter. We appreciate your prompt attention to this claim, as it is essential for our company to mitigate further consequences resulting from these delays.

Thank you for your cooperation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]