

Construction Delay Accountability Request

Date: [Insert Date]

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

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally address the delays we have encountered on the [Project Name] construction project, which was scheduled to be completed on [Original Completion Date].

As of today, the project is [number of days/weeks] behind schedule, and we have yet to receive a detailed explanation regarding the reasons for this delay. This holds significant implications for project costs and timelines, and it is critical that we address this matter promptly.

We request a comprehensive report that outlines:

- A detailed account of the issues causing the delays.
- The current status of the project, including any completed and pending tasks.
- Your proposed actions to remedy the situation and mitigate future delays.
- Revised timelines for completion.

Please provide this information by [Insert Deadline Date] so we can evaluate our next steps and determine how best to proceed.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]