

Construction Delay Concern Communication

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express our concern regarding the delays we are experiencing on the [Project Name] project. As of [insert date], we have noticed several setbacks that could potentially impact our overall timeline.

Specifically, we have observed delays in [mention specific tasks or areas]. These issues are causing a ripple effect on the project's progress, and we are keen to mitigate any further impact.

We would appreciate your insights regarding the current status and any measures that can be taken to expedite the process. Your expertise in this matter is invaluable as we work together to protect our mutual interests and ensure a successful project completion.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]