

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the significant delays in the construction project at [Project Location/Name]. As you are aware, the initial completion date was set for [Original Completion Date], and we have now exceeded that timeframe by [Number of Days/Weeks].

The prolonged delays have caused substantial inconvenience and financial strain, including [mention specific issues, e.g., rescheduled plans, additional costs]. I respectfully request a detailed explanation of the reasons for these delays and an updated timeline for the project's completion.

It is imperative that we address these issues promptly to avoid further complications. I appreciate your immediate attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,
[Your Name]