

Construction Delay Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inquire about the delay in the construction project at [Project Address/Location]. The anticipated completion date was set for [Original Completion Date], and we have noticed that the work has not progressed as expected.

Could you please provide an update on the current status of the project? Specifically, we would like to know:

- The reasons for the delay.
- The revised timeline for project completion.
- Any actions being taken to mitigate further delays.

Thank you for your cooperation.

Sincerely,

[Your Name]