

Construction Delay Issue Report

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I am writing to formally report an issue regarding delays in the construction schedule for the [Project Name] located at [Project Address]. These delays have been caused by [briefly explain reasons for the delays, e.g., adverse weather conditions, supply chain issues, or unforeseen circumstances].

As of [current date], the project is [insert percentage]% behind schedule, which has resulted in [describe any consequences, such as increased costs, logistical challenges, etc.]. Our team is actively working to assess the situation and implement solutions to mitigate further delays.

We seek your cooperation in identifying effective resolutions and would appreciate any assistance you could provide to address this matter promptly.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Contact Information]