

# Construction Delay Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a delay in the construction schedule for the project located at [Project Address]. Due to [provide reason for the delay, e.g., unforeseen weather conditions, supply chain issues], we anticipate that the completion date will be affected.

The new estimated completion date is [Insert New Completion Date]. We are taking all necessary measures to minimize the delay and ensure that the project is completed as quickly as possible.

We appreciate your understanding in this matter and will keep you updated on any further developments. Please feel free to reach out if you have any questions or concerns.

Thank you for your attention to this matter.

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