

# Construction Delay Performance Evaluation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Evaluation of Construction Delay Performance

Dear [Recipient's Name],

This letter serves as a formal evaluation of the performance related to the delay encountered during the [Project Name] construction project.

## Project Details

- **Project Name:** [Project Name]
- **Contractor:** [Contractor Name]
- **Start Date:** [Start Date]
- **Original Completion Date:** [Original Completion Date]
- **Revised Completion Date:** [Revised Completion Date]

## Delay Analysis

The following factors have contributed to the construction delay:

1. [Factor 1]
2. [Factor 2]
3. [Factor 3]

## Performance Evaluation

Based on the analysis, the overall performance during this period is rated as follows:

- **Communication:** [Rating]
- **Response Time:** [Rating]
- **Quality of Work:** [Rating]

## Recommendations

To mitigate future delays, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]