

Project Timeline Review: Construction Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Notification of Construction Delay and Timeline Review

Dear [Recipient's Name],

I hope this message finds you well. We are writing to formally address the recent delays we have encountered in the [Project Name] project. Our records indicate that several unforeseen circumstances have arisen, impacting our prescribed timeline.

As per the initial schedule, we anticipated completing the project by [Original Completion Date]. However, due to [Specific Reasons for Delay], we foresee a revised timeline extending our completion date to [Revised Completion Date].

We understand the importance of timely updates and will provide a detailed plan outlining the adjustments made in response to these delays. Our team is actively working to mitigate these issues and keep the project on track.

We would appreciate your understanding as we navigate through these challenges and are keen on maintaining open communication throughout this process. Please let us know a convenient time for you to discuss this matter further.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]