

# Construction Delay Resolution Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally address the recent delays encountered in the [Project Name] project, which commenced on [Start Date]. As per our records, the anticipated completion date was [Original Completion Date]. However, due to [reason for delay], we have experienced a significant setback.

We believe that clarity and collaboration are essential in resolving these issues. We would like to schedule a meeting to discuss the circumstances surrounding the delay and outline a resolution plan to get back on track.

Proposed Date for Meeting: [Proposed Date]

Proposed Time for Meeting: [Proposed Time]

We appreciate your understanding and cooperation in this matter. Please feel free to contact us at [Your Phone Number] or [Your Email Address] for any immediate discussions.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]