

Construction Delay Status Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update on Construction Delay

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with an update on the status of the construction project at [Project Location].

As of today, we have encountered some unexpected delays due to [briefly explain reason for delay, e.g., adverse weather conditions, supply chain issues, etc.]. This has affected our original timeline, and we are currently assessing the impact on our completion date.

Our team is actively working to mitigate these delays by [describe any measures being taken, e.g., reallocating resources, adjusting the schedule, etc.]. We anticipate that the revised timeline will be [provide a new estimated completion date or suggest that a follow-up will be provided].

We understand the importance of this project and appreciate your patience and understanding during this time. We will keep you informed of any further developments and the progress we are making to get back on track.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]