

# Letter to Project Owner Regarding Construction Delay

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Project Owner's Name]  
[Project Owner's Company Name]  
[Project Owner's Company Address]  
[City, State, Zip Code]

Dear [Project Owner's Name],

Subject: Explanation of Delay in Construction Project

I hope this message finds you well. I am writing to inform you about an unforeseen delay in the progress of the [Project Name] project, which was scheduled to be completed by [Original Completion Date].

The delay has been primarily caused by [reason for delay, e.g., severe weather conditions, supply chain disruptions, unexpected site conditions, etc.]. We are actively working to mitigate these issues by [briefly describe actions being taken, e.g., sourcing alternative materials, increasing workforce, etc.].

We anticipate that the project will be completed by [Revised Completion Date], and we are committed to maintaining the highest quality standards throughout this process. We appreciate your understanding and patience during this challenging time.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued support.

Sincerely,

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