

Construction Delay Impact Assessment

Date: [Insert Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

Subject: Construction Delay Impact Assessment for [Project Name]

Dear [Recipient Name],

We are writing to formally assess the impact of recent delays on the [Project Name] located at [Project Address]. The unforeseen circumstances that have led to these delays include:

- [Specify delay reason 1]
- [Specify delay reason 2]
- [Specify delay reason 3]

As a result of the above delays, we have evaluated the following impacts:

1. Impact on Project Timeline: [Detail the new timeline]
2. Impact on Budget: [Detail any budgetary concerns]
3. Impact on Resources: [Detail on resource availability]

We are committed to mitigating these impacts as much as possible and would like to suggest a meeting to discuss the situation in further detail. Please let us know your availability for a meeting.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]