

# Construction Delay Notification

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We are writing to formally notify you of a delay that has arisen in the construction schedule for the [Project Name] located at [Project Address]. As of today, we have encountered unforeseen circumstances that will affect the agreed timeline of the project.

The factors contributing to this delay include [Briefly describe the reasons for the delay, e.g., adverse weather conditions, delivery delays, etc.]. We are taking all necessary measures to mitigate the impact of these delays and will keep you informed of any developments.

As per our contract terms, we request your cooperation in adjusting your work schedule accordingly. We appreciate your understanding and look forward to your prompt response to this matter.

Please feel free to reach out should you have any questions or require further clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]