

Delayed Construction Schedule Notice

Date: [Insert Date]

To: [Stakeholder's Name]
[Stakeholder's Title]
[Stakeholder's Company]
[Stakeholder's Address]

Dear [Stakeholder's Name],

We are writing to inform you of a delay in the construction schedule for the [Project Name]. Due to [briefly explain the reason for the delay, e.g., unforeseen circumstances, shortage of materials, weather conditions], we have encountered setbacks that will impact the original timeline.

As it stands, we anticipate that the construction will be delayed by approximately [insert duration of delay, e.g., two weeks, one month]. We are committed to completing the project as efficiently and safely as possible while maintaining the quality standards you expect.

We are actively working to address these issues and will keep you updated on our progress. Please feel free to reach out if you have any questions or need further clarification.

We appreciate your understanding and continued support.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]