

# Notification of Unforeseen Construction Delays

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of unforeseen delays that have affected the progress of the construction project at [Project Address/Name].

Due to [briefly explain reason for delay, e.g., unexpected weather conditions, supply chain issues, etc.], we regret to inform you that the completion date has been postponed.

We understand the importance of this project and are committed to minimizing the impact of these delays. We are taking all necessary steps to address the situation and will keep you updated on our progress.

We appreciate your understanding and patience during this time. If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]