

Official Notice of Construction Delay

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Announcement of Construction Delay

Dear [Recipient's Name],

We are writing to inform you of a delay in the construction project for [Project Name] due to [reason for delay, e.g., unforeseen circumstances, weather conditions, supply chain issues].

Despite our team's best efforts to maintain the original timeline, we have encountered challenges that necessitate an adjustment to our schedule. We anticipate that the new completion date will be [insert new completion date].

We appreciate your understanding and patience in this matter. Please rest assured that we are taking all necessary steps to mitigate the delays and ensure the quality and safety of the project.

If you have any questions or need further information, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[Phone Number]

[Email Address]