

Request for Discussion on Project Delay

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request a discussion regarding the delays we have been experiencing with the [Project Name] project.

As you are aware, we have encountered several setbacks that have impacted the timeline and overall progress of the project. It is important for us to understand the reasons behind these delays and discuss possible solutions to get us back on track.

I would appreciate the opportunity to meet at your earliest convenience to address these issues comprehensively. Please let me know your availability for a meeting in the coming days.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]