

Project Delay Justification Letter

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Justification for Delay in [Project Name] Project

I am writing to formally address the recent delays encountered in the [Project Name] project. As the contractor responsible for overseeing this project, I would like to provide an explanation for these unforeseen circumstances.

While we made every possible effort to adhere to the project schedule, we faced challenges due to:

- **Supply Chain Issues:** Delays in the delivery of critical materials.
- **Weather Conditions:** Unanticipated weather-related interruptions.
- **Labor Shortages:** Difficulty in obtaining skilled labor due to industry-wide shortages.

We understand the importance of timely project completion and are committed to minimizing any further delays. Our revised timeline is as follows:

[Provide Revised Timeline]

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

Thank you for your continued support and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]