

Construction Schedule Adjustment Notification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

Subject: Adjustment of Construction Schedule

Dear [Contractor's Name],

We hope this letter finds you well. We are writing to inform you of an adjustment to the construction schedule for the [Project Name/Description]. Due to [reason for adjustment, e.g., unforeseen circumstances, weather delays, or supply chain issues], it has become necessary to revise the timeline initially proposed.

The new schedule is as follows:

- Phase 1 Completion: [New Date]
- Phase 2 Commencement: [New Date]
- Expected Project Completion: [New Date]

We understand the potential impact this adjustment may have and appreciate your flexibility in ensuring that the project remains on track. Please review the attached updated schedule and confirm receipt of this letter.

If you have any questions or require further discussion regarding this adjustment, do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]