

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to express my concerns regarding the delays we have been experiencing with the utility services related to our ongoing project at [Project Address or Description].

As per our previous discussions and the agreed timeline, we were expecting the utility services to be operational by [Insert Expected Date]. However, it has come to my attention that the completion has been postponed. This delay is impacting our project schedule and the overall progress of work.

I would appreciate it if you could provide an update on the current status of the utility service installations, along with a revised timeline for completion. It is crucial for us to have clarity on this matter to effectively manage our project timeline and resources.

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

Sincerely,

[Your Name]

[Your Position (if applicable)]

[Your Company Name (if applicable)]