

Notification of Delay in Construction Project

Date: [Insert Date]

Dear [Supplier's Name],

We are writing to inform you of a delay in the [Project Name] that was originally scheduled to proceed as planned. Due to unforeseen circumstances, including [briefly state reasons for the delay, e.g., weather conditions, material shortages], we will need to postpone our timelines.

We value your partnership and appreciate your understanding during this time. We are currently assessing the situation and will keep you updated on our progress. As of now, we anticipate that operations will resume on [insert estimated date], and we will do our best to minimize any impact on your deliveries.

Please feel free to reach out with any questions or concerns you may have. Thank you for your continued support and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]