

# Notice of Delay in Construction Project

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We are writing to inform you of a delay in the construction project [Project Name/ID] that we have been working on together. Due to [briefly describe reason for the delay, e.g., unforeseen circumstances, weather conditions, supply chain issues], we have encountered unexpected challenges that have impacted the project timeline.

The new anticipated timeline for the project completion is now [insert new date or project milestones]. We understand that this delay may impact your schedule and resources, and we appreciate your understanding and flexibility during this period.

We are currently working on solutions to mitigate the impact of this delay and will keep you updated on any additional changes. We value our partnership with you and remain committed to ensuring the project's success.

If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]