

# Letter of Explanation for Construction Project Delay

Date: [Insert Date]

To: [Stakeholder's Name]

From: [Your Name]

Subject: Explanation of Delay in [Project Name]

Dear [Stakeholder's Name],

I hope this message finds you well. I am writing to formally inform you of a delay in the construction of [Project Name], originally scheduled for completion on [Original Completion Date].

Unfortunately, due to [briefly explain reason for delay, e.g., unexpected weather conditions, supply chain disruptions, labor shortages], we have encountered challenges that have set our timeline back. We are actively working to address these issues and have implemented the following measures to mitigate the delay:

- [Measure 1: Describe a specific action taken]
- [Measure 2: Describe another action taken]
- [Measure 3: Describe further action taken]

We are committed to maintaining transparency throughout this process and will provide regular updates on our progress. Our revised completion date is now set for [New Completion Date].

Thank you for your understanding and support during this time. Please feel free to reach out to me directly with any questions or concerns.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]