

Letter of Justification for Delay

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Regulatory Authority Name]
[Authority Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you of the delays encountered in the [Project Name] construction project, originally scheduled for completion on [original completion date].

The delay has been primarily caused by [briefly explain reasons for delay such as unforeseen site conditions, supply chain issues, labor shortages, etc.]. Despite our best efforts to mitigate these challenges, it has become necessary to adjust our project timeline.

We are currently working diligently to resolve these issues and have implemented the following measures:

- [Measure 1]
- [Measure 2]
- [Measure 3]

Our revised timeline indicates that we anticipate completion by [new completion date]. We remain committed to adhering to all regulatory standards and will keep all stakeholders informed of our progress.

We kindly request your understanding regarding this situation and appreciate your continued support. Should you have any questions or require further details, please feel free to contact me directly at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]