

Construction Project Delay Notification

Date: [Insert Date]

Client Name: [Insert Client Name]

Address: [Insert Client Address]

Email: [Insert Client Email]

Dear [Client Name],

We are writing to formally notify you of an unexpected delay in the construction project at [Project Location]. Despite our best efforts to adhere to the original timeline, unforeseen circumstances have arisen that have impacted the progress of the project.

The delay is primarily due to [briefly explain reason for the delay, e.g., inclement weather, supply chain issues, etc.]. We are actively working to mitigate these issues and are committed to getting the project back on track as quickly as possible.

We anticipate that the project will be delayed by approximately [insert time frame for the delay, e.g., two weeks]. Our new estimated completion date is [insert new completion date]. We will continue to keep you updated on any further developments and appreciate your understanding during this time.

Please feel free to reach out to us if you have any questions or concerns. We value your partnership and are committed to delivering a successful project that meets your expectations.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]