

Notification of Delay Protocol for Insurance Claims

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Reference: Claim Number [Insert Claim Number]

Dear [Insurance Adjuster/Claims Department],

We are writing to formally explain the circumstances surrounding the delays encountered in the [Insert Project Name] construction project, which may affect our ongoing insurance claim.

Project Overview

The [Insert Project Name] commenced on [Insert Start Date] and was projected to be completed by [Insert Completion Date]. Due to unforeseen circumstances, we are experiencing delays attributable to the following factors:

- Weather-related disruptions on [Insert Dates]
- Supply chain issues affecting critical materials
- Labor shortages due to [Specify Reason]
- Change orders requested by [Client/Architect] on [Insert Dates]

Impact of Delays

As a result of these unforeseen delays, our revised completion date is now anticipated to extend to [Insert New Completion Date]. We have taken proactive measures to mitigate these delays, including [List Measures Taken].

Documentation and Evidence

Attached are relevant documents including:

- Delay logs
- Correspondence regarding weather events
- Invoices related to additional costs incurred
- Change orders and approvals

Conclusion

We appreciate your understanding as we navigate these challenges. Should you need further information or documentation, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]