

Construction Project Delay Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Delay Summary for [Project Name]

Project Overview

Project Name: [Project Name]

Project Start Date: [Start Date]

Scheduled Completion Date: [Original Completion Date]

Current Estimated Completion Date: [Revised Completion Date]

Summary of Delays

Date of Delay	Reason for Delay	Impact on Project Timeline
[Date 1]	[Reason 1]	[Impact 1]
[Date 2]	[Reason 2]	[Impact 2]

Mitigation Measures

[Describe any measures taken to mitigate delays and their effectiveness]

Next Steps

[Outline the next steps to be taken to keep the project on track]

Conclusion

Thank you for your attention to this matter. We are committed to minimizing further delays and ensuring project completion.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]