

Construction Project Delay Announcement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Notice of Delay in Construction Project

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally notify you of a delay in the construction project for [Project Name/Location]. Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, weather conditions, supply chain issues], we will not be able to meet the initially agreed-upon completion date.

We are currently taking all necessary steps to mitigate the delay and minimize any impact on the overall project timeline. We expect to resume normal work schedules by [insert expected date], pending resolution of the issues at hand.

We sincerely apologize for any inconvenience this may cause and greatly appreciate your understanding and support during this time. We will keep you updated on any developments and are more than happy to discuss this matter further if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]