

# Construction Project Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Delay Notification for [Project Name]

Dear [Recipient's Name],

We are writing to formally notify you of a delay in the construction project [Project Name], originally scheduled for completion on [Original Completion Date]. Due to [briefly explain reason for delay, e.g. unforeseen circumstances, weather conditions, supply chain issues], we anticipate that the project will now be completed by [New Completion Date].

We are making every effort to mitigate these delays and ensure that the project is completed as soon as possible. Our team is actively working to resolve the issues and keep the project on schedule moving forward.

We appreciate your understanding and support in this matter. Please feel free to reach out if you have any questions or require further information.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]