

Construction Project Claims Submission

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Submission of Claim for [Project Name/Contract Number]

I hope this message finds you well. I am writing to formally submit a claim regarding [brief description of the issue, e.g., unforeseen site conditions that have impacted the construction timeline].

Details of the claim are as follows:

- **Project Name:** [Project Name]
- **Contract Number:** [Contract Number]
- **Date of Occurrence:** [Date]
- **Description of Claim:** [Detailed description]
- **Requested Compensation:** [Amount or type of compensation]

Attached to this letter, you will find all relevant documentation, including [list any attached documents, e.g., photographs, reports, contracts, etc.]. I believe that this information clearly supports our claim.

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]