

Letter of Construction Delay Penalty Adjustment

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Insurance Provider's Name]
[Insurance Provider's Address]
[City, State, Zip Code]

Dear [Insurance Provider's Contact Name],

Subject: Request for Adjustment of Construction Delay Penalty

We hope this letter finds you well. We are writing to formally request an adjustment pertaining to the delay penalties associated with the ongoing construction project at [Project Location/Name].

Due to unforeseen circumstances, which include [briefly outline the reasons for delay, e.g., adverse weather conditions, supply chain issues, etc.], the project timeline has been significantly affected. As a result, we would like to discuss the possibility of adjusting the penalty clauses related to these delays as per our agreement.

We appreciate your understanding of the complexities that arise in construction projects and believe that an adjustment is reasonable given the circumstances. We kindly request a meeting to further discuss this matter.

Thank you for your attention to this urgent matter. We look forward to your prompt response.

Sincerely,

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