

Construction Delay Penalty Agreement

Date: [Insert Date]

To: [Subcontractor's Name]

Company: [Subcontractor's Company Name]

Address: [Subcontractor's Company Address]

Dear [Subcontractor's Name],

This letter serves as a formal agreement regarding the penalties associated with delays in construction work as outlined in our contract dated [Insert Contract Date].

As per the terms of our original agreement, any delay caused by your team that extends beyond the agreed completion date of [Insert Completion Date] shall incur a penalty of [Insert Penalty Amount] per day until the work is completed.

Please acknowledge your acceptance of these terms by signing below and returning a copy of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Acceptance

Signature: _____

Name: [Subcontractor's Name]

Date: _____