

Letter of Appeal for Construction Delay Penalty

Date: [Insert Date]

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

[Stakeholder's Name]
[Stakeholder's Position]
[Stakeholder's Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Appeal Against Construction Delay Penalty

Dear [Stakeholder's Name],

I hope this message finds you well. I am writing to formally appeal the penalty imposed due to the construction delays on the [Project Name].

The delays were caused by [briefly describe reasons for the delay, e.g. unexpected weather conditions, supply chain issues, etc.]. We have taken all necessary steps to mitigate these challenges and keep the project on track.

Given the circumstances, we kindly request a reconsideration of the penalties assessed. We believe that these factors were beyond our control and we are committed to fulfilling our obligations to ensure the project's successful completion.

We appreciate your understanding and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

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