

Letter of Clarification on Construction Delay Penalty

Date: [Insert Date]

To: [Project Manager's Name]

From: [Your Name]

Subject: Clarification on Delay Penalty Procedures

Dear [Project Manager's Name],

I hope this message finds you well. I am writing to clarify the policies regarding penalties for delays in the ongoing construction project [Project Name]. It is crucial for us to ensure all stakeholders have a clear understanding of the expectations and procedures surrounding potential delays.

As per the contract signed on [Insert Date], the following penalty structure applies for delays:

- For every day beyond the agreed completion date, a penalty of [Insert Amount] will be applied.
- Delays caused due to unforeseen circumstances, including but not limited to, severe weather or supply chain issues, will be reviewed on a case-by-case basis.
- In the event of a delay, written notification must be provided within [Insert Timeframe].

Please ensure that you or your team members are keeping accurate records of all timelines and any potential delays that may arise. Prompt communication will be key to mitigating any penalties.

If you have any questions regarding these policies or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]