

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Notification of Construction Delay and Associated Penalties

We are writing to formally notify you of a delay in the construction project [Project Name], located at [Project Address]. The delay is attributable to [briefly explain reason for delay e.g., adverse weather conditions, supply chain disruptions, etc.]. As per the terms outlined in our contract, we understand the implications of this delay, including potential penalties.

As of [specific date], the project is behind schedule by [insert number of days/weeks], which is anticipated to result in a penalty of [insert penalty amount]. We are actively working to mitigate further delays by [describe measures taken].

We appreciate your understanding and support as we navigate these unforeseen circumstances. Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you require further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]