

Letter of Dispute Regarding Construction Delay Penalty

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

We are writing to formally address the recent penalties assessed due to alleged delays in the [Project Name] project. After reviewing the circumstances surrounding these delays, we believe there are substantial grounds for dispute regarding the enforcement of these penalties.

Project Overview:

- Project Name: [Project Name]
- Contract Number: [Contract Number]
- Original Completion Date: [Original Date]
- Revised Completion Date: [Revised Date]

Reasons for Dispute:

1. [Reason One]
2. [Reason Two]
3. [Reason Three]

We propose a meeting to discuss this matter further and seek an amicable resolution. Please suggest a date and time that works for you within the next two weeks.

Thank you for your attention to this important matter. We look forward to a productive discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]