

Letter of Justification for Construction Delay Penalty

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to address the recent delay encountered in the construction project [Project Name/Number]. Our team has conducted a thorough evaluation of the circumstances that led to this delay, and we would like to provide a detailed justification for the associated penalties.

Due to [explain the reasons for the delay, e.g., unforeseen weather conditions, supply chain issues, labor shortages, etc.], we have unfortunately fallen behind the scheduled timeline. We fully understand the inconvenience this may cause, and we are committed to resolving these issues promptly.

In light of the circumstances, we would like to request your understanding concerning the application of any delay penalties. Attached you will find [mention any supporting documents, such as project logs, correspondence with suppliers, etc.] that support our explanation and outline our proactive measures to mitigate further delays.

We appreciate your patience and support as we work diligently to bring the project back on track. Please feel free to contact us if you wish to discuss this matter in further detail.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]