

# Construction Delay Penalty Notification

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to formally notify you of a penalty due to delays in the construction project, as stipulated in our contract dated [Insert Contract Date].

The project was scheduled for completion on [Insert Scheduled Completion Date], however, it has come to our attention that the completion has extended beyond this date due to the following reasons:

- [Reason for delay 1]
- [Reason for delay 2]

As per section [Insert Section Number] of our contract, a penalty of [Insert Penalty Amount] per day will be incurred for each day the project remains incomplete beyond the agreed-upon deadline.

As of today, the total number of days delayed is [Insert Number of Days]. Therefore, the total penalty incurred is [Insert Total Penalty Amount].

We expect you to address this situation promptly and provide an updated schedule for completion by [Insert Deadline for Response].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]