

Construction Delay Penalty Reminder

Date: [Insert Date]

To: [Financial Team/Recipient Name]

From: [Your Company Name]

Subject: Reminder of Delay Penalties on Construction Project

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a formal reminder regarding the penalties associated with the delays experienced on the [Project Name] construction project.

As per our contract, any delays beyond the agreed-upon timeframe may incur financial penalties. Currently, we have recorded a delay of [number of days] which results in a potential penalty of [penalty amount].

We kindly request that you review the financial implications of this delay and ensure that the necessary adjustments are made to reflect this in our financial accounts. Please find attached the relevant documentation for your reference.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]