

Subject: Request for Compensation Discussion Due to Construction Delays

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the recent construction delays that have significantly impacted our project timeline and associated costs. As you are aware, the delays have resulted in [briefly describe the specific impacts, e.g., increased labor costs, missed deadlines, etc.].

Given these unforeseen circumstances, I would like to propose a meeting to discuss potential compensation for the impacts incurred due to the delays. It is crucial that we address this matter promptly to ensure the continuity of our project and collaboration.

Please let me know your availability for a discussion in the coming days. I appreciate your attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]