

Compensation Inquiry for Construction Project Setbacks

Date: [Insert Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the compensation related to the recent setbacks experienced on the [Project Name] construction project located at [Project Address].

As you are aware, unforeseen circumstances such as [briefly outline the setbacks] have resulted in significant delays and increased costs. We have documented these setbacks in detail and believe they warrant a discussion on potential compensation.

We are committed to maintaining a cooperative relationship and feel it is essential to address these matters promptly. Therefore, we kindly request a meeting to discuss the compensation process and any relevant details.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]