

Formal Claim for Compensation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Claim for Compensation Due to Construction Delays

Dear [Recipient's Name],

I am writing to formally submit a claim for compensation related to the delays experienced in the construction project at [Project Address/Location]. As per our contract dated [Contract Date], the original completion date was set for [Original Completion Date], but due to unforeseen delays, the project was completed on [Actual Completion Date].

The delays were caused by [Briefly explain the reasons for the delays, e.g., material shortages, labor issues, etc.]. As a result, I incurred additional costs totaling [Specify Amount] for [List the specific items, e.g., extended rentals, increased labor costs, etc.].

According to the terms outlined in our contract, I believe I am entitled to compensation for these additional expenses incurred due to the delays. I kindly request that you review my claim and provide a prompt response by [Specify Deadline for Response].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]