

# Notification of Delayed Construction

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of a delay in the construction project titled "[Project Name]" at [Project Location]. Due to [reason for delay, e.g., unexpected weather conditions, supply chain issues], we have encountered unforeseen challenges that have impeded our progress.

The original timeline for project completion was set for [original completion date], however, due to the aforementioned issues, we now anticipate a new completion date of [new completion date]. We are committed to rectifying this situation as quickly as possible and minimizing any further delays.

Furthermore, considering the circumstances, I would like to formally request compensation for the additional costs incurred as a result of this delay. The estimated compensation amounts to [insert amount], which covers [brief explanation of the costs].

We appreciate your understanding and cooperation in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further clarification.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]