

Notification of Delay Compensation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you regarding the delay encountered in the [Project Name/Description] at [Project Location]. Due to unforeseen circumstances, including [briefly explain the reason for the delay], we regret to inform you that the project timeline has been extended.

As per the terms outlined in our contract, we are obligated to discuss compensation due to this delay. We have reviewed the situation thoroughly and recommend a compensation of [insert compensation details or proposed amount].

We understand the inconvenience this may cause and assure you that we are taking all necessary measures to expedite the project moving forward.

Please let us know a suitable time to discuss this matter further. We appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]