

# Request for Compensation Due to Construction Delays

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request compensation due to the delays experienced during the construction of [Project Name/Description], which was initially scheduled for completion on [Original Completion Date]. However, due to unforeseen circumstances and challenges encountered during the project timeline, the completion has been significantly delayed.

The following factors contributed to the delay:

1. [Reason for Delay 1]
2. [Reason for Delay 2]
3. [Reason for Delay 3]

As a result of these delays, I have incurred additional costs totaling [Amount]. I request compensation for these extra expenses and any other related costs that may have arisen due to the extended project timeline.

Please find attached all relevant documentation, including invoices, communication records, and any other supporting materials pertaining to this matter.

I appreciate your attention to this issue and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]