

Letter of Delay Mitigation Measures

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

Subject: Delay Mitigation Measures for [Project Name]

We are writing to formally address the delays currently affecting the [Project Name]. As per our previous discussions, we have identified several measures aimed at mitigating the impact of these delays and ensuring project completion within the revised timeline.

Identified Delay Factors

- [Delay Factor 1]
- [Delay Factor 2]
- [Delay Factor 3]

Proposed Mitigation Measures

1. [Mitigation Measure 1]
2. [Mitigation Measure 2]
3. [Mitigation Measure 3]

We believe that by implementing these measures, we can effectively reduce further delays and keep the project on track. We kindly request your support and cooperation in executing these strategies.

Please feel free to reach out to discuss this matter further. We appreciate your attention to this critical issue and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]