

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Construction Delay

I hope this message finds you well.

I am writing to inform you of a delay in the construction schedule for [Project Name/Description]. Due to [briefly explain the reason for the delay, e.g., unforeseen weather conditions, material shortages, etc.], we are unable to meet our initial timeline.

As it stands, we anticipate that the completion date will be extended by [number of weeks/days]. We are committed to minimizing the impact of this delay and are taking the following steps to address the issue:

- [List any actions being taken to mitigate the delay]
- [Mention any adjustments to the project milestones or schedule]

We understand the importance of keeping you informed, and we will provide regular updates as the situation evolves. Thank you for your understanding and support during this time.

Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]