

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

Subject: Demand for Compensation Due to Construction Delay

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally address the delays experienced during the construction of [Project Name/Description] located at [Project Address]. As per our contract dated [Contract Date], the completion date was set for [Original Completion Date]. However, the project has not been completed, and the current status is [Current Status].

The delays occurred due to [briefly outline reasons for the delay, e.g., unforeseen circumstances, lack of resources], which have caused significant disruption and financial losses on my end. According to our contract, [mention contract clauses related to delays and compensations], I believe I am entitled to compensation for the losses incurred.

I have documented the financial impacts, which total [amount specified] due to [specific costs, e.g., additional rentals, lost revenue].

Therefore, I am formally requesting compensation in the amount of [state amount requested] to cover these losses. Please respond by [specific date, e.g., within 14 days] to discuss this matter.

Thank you for your prompt attention to this urgent matter. I look forward to resolving this issue amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]