

Formal Notice of Delay Transmittal Letter

Subject: Formal Notice of Project Delay - [Project Name]

Dear [Owner/Client Name],

This letter serves as formal notice of delays to the [Project Name] construction schedule as required under Article [X] of our construction contract dated [Date].

Delay Details:

- Cause of Delay: [Specific cause - weather, unforeseen conditions, owner changes, etc.]
- Date Delay Commenced: [Date]
- Estimated Duration: [Number] days
- Affected Activities: [List of affected construction activities]
- Impact on Substantial Completion Date: [Number] days extension requested
- New Projected Completion Date: [Date]

Description of Delay:

[Detailed description of what caused the delay, why it was unforeseeable or unavoidable, and how it impacts the critical path of the project schedule]

We have made every reasonable effort to mitigate this delay through acceleration, re-sequencing of work, and increased crew sizes where possible. However, the nature of this delay is beyond our control and falls under [specific contract clause] of our agreement.

Attached Documentation:

- Updated CPM Schedule with delay analysis
- Daily logs documenting the delay
- Photographs showing site conditions
- Correspondence related to the delay cause
- Cost impact analysis (if applicable)

We request a [Number]-day time extension without penalty as provided for under the contract terms.

This notice is submitted within the timeframe required by our contract.

Please acknowledge receipt of this notice and advise us of the process for formal review and approval of the requested time extension.

Respectfully submitted,

[Your Name]

[Your Title]

[Contractor Company Name]

[Contact Information]

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