

Date:
To:
Address:

Subject: Construction Permit Delay Notification

Dear

We are writing to inform you of a delay regarding the issuance of the construction permit for the following project:

Project Name/Description:

Project Address/Location:

Permit Application Number:

The delay is due to the following reasons:

Estimated new timeline for permit approval:

We apologize for any inconvenience this may cause. Should you require further information or assistance, please feel free to contact us at:

Contact Information:

Sincerely,
Title/Position
Company/Organization