

Covid-19 Construction Delay Notice

Date:

To:

Project Name:

Project Address:

Contract Number:

Subject: Notice of Delay Due to Covid-19

Dear

This notice is to formally inform you that the progress of the above-referenced project has been delayed as a result of the ongoing Covid-19 pandemic. The conditions affecting the project include, but are not limited to:

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We anticipate that these impacts will result in a delay to the project schedule. We will provide further updates as the situation evolves and will promptly notify you of any material changes.

If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

Name:

Title/Position:

Company: