

Subcontractor Delay Notification Letter

Date:

To:

Project:

Subject: Notice of Subcontractor Delay

Dear

We are writing to inform you of a delay affecting your scope of work on the above-referenced project. The details are as follows:

- Description of delayed work:
- Scheduled start date:
- Scheduled completion date:
- Expected duration of delay:
- Cause of delay:

Please provide a written response outlining your plan to mitigate the delay and revised timelines for completion.

If you have any questions, please contact .

Sincerely,

Title:

Company: