

Date:
To:
Company/Agency Name
Address

Subject: Utility Relocation Delay Notification

Dear Sir/Madam,

This letter is to formally notify you of a delay in utility relocation activities for the following project:

- Project Name:
- Project Number:
- Location:

The expected completion date for the utility relocation was . However, due to the following reasons, relocation activities have been delayed:

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We are currently taking the following actions to address the delay and resume progress:

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We apologize for any inconvenience caused and will keep you informed of any updates regarding the revised schedule. If you require further information, please feel free to contact us.

Sincerely,

Name
Title
Company/Organization
Contact Information