

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Re: (project name or designation)

Dear _____,

Within the last few weeks we have become increasingly concerned over delays in the progress of the project referenced above. Within the last few days, we realized the situation must be addressed; your failure to meet scheduling deadlines is a concern we can no longer ignore. As you know, work is often sequenced so that those responsible for a certain stage in the process must complete that stage before workers waiting to continue the process can proceed. Recently we were forced to lay off several workers because there was no work; these men depend on us to deliver work and subsequently a paycheck. We take our obligation to provide both very seriously. Contractors who fail to complete work as scheduled make it difficult if not impossible for us to honor our commitment to our workers and inevitably to our customers.

As a result of these delays, the completion date for this project, originally scheduled only _____ weeks from the date of this letter, is in serious jeopardy. Completing a project as per the original agreement is a priority with our company; failure to do so is a serious infraction of our commitment to our customer. We ask that you advise us immediately of your intentions regarding the progress of this project; we intend to deliver a completed product as per the original agreement and we do not intend to assume any degree of liability for a problem for which we share no responsibility. Please contact us immediately to advise us of your intentions so that more serious consequences can be avoided.

Sincerely,

Name

Title

cc: (associated parties)