

ABC CONTRACTORS

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

Date

Name

Address

City, State Zip

Dear ,

As you know, the project to which we are mutually committed is now several weeks behind schedule. Typically, one trade must complete work before another can begin, which means those scheduled near the completion of the project can be mistakenly blamed for a delay. In our case, that is simply not true. Throughout the course of this project we have remained on schedule, performing our work in a timely manner. We have not been responsible for any delays. As a protection and a way to explain our position, I have included a detailed account of the delays affecting the project at the moment, and the reason, in my opinion, for those delays.

Description:

At this point, my primary concern is that the project is scheduled for completion in days, though (name of trade) will not complete their work for at least days, which means what time remains is not enough for us to complete our work. Please check the original project schedule; according to the schedule we should be working now; because other trades have not completed their work, we are forced to wait. The purpose of this letter is to explain our position, and to ensure that the blame for any delays will not be assigned to us.

Thank you for your consideration.

Sincerely,

Name

Title