

Extension of Time Notice

(From Contractor to Employer)

Subject: Notice of Extension of Time per Contract Clause [X]

To: [Employer's Name]

From: [Contractor's Name]

Date: [Date]

Dear [Employer's Name],

We refer to the contract dated [insert contract date] concerning [insert project name]. Due to [state reason for delay, e.g., adverse weather conditions, unforeseen site conditions], we anticipate that the completion of the project may be affected.

In accordance with Clause [X] of our contract, we hereby provide formal notice of our intention to request an extension of time should this delay persist. The estimated impact on the project schedule is currently being assessed, and we will provide further details in due course.

Please acknowledge receipt of this notice. We remain available to discuss any concerns you may have regarding this matter.

Sincerely,

[Your Name/Your Position]