

Payment Delay Notice

(From Contractor to Employer – Potential Impact on Time and Cost)

Subject: Notice of Payment Delay – Potential Impact on Project Schedule and Cost

To: [Employer's Name]

From: [Contractor's Name]

Date: [Date]

Dear [Employer's Name],

We wish to formally notify you that the scheduled payment due on [due date] has not yet been received. This delay may impact the progress of the project, including potential changes to the timeline and associated costs.

In accordance with Clause [X] of our contract, we are providing this notice as an early warning to highlight the potential impact on work execution. Should the delay persist, we may need to submit a request for an extension of time and additional costs incurred due to this delay.

We kindly request your confirmation regarding the expected payment release date. Your prompt attention to this matter would be greatly appreciated to prevent any disruptions to the project.

Sincerely,

[Your Name/Your Position]

[Your Contact Information]