

Memorandum of Delay

Construction Company
Address
City, State, ZIP
Phone Number

Date: _____
To: _____
Address: _____
City, State, ZIP: _____
Project number: _____
Project name: _____

A delay has occurred due to circumstances beyond our control on the following dates:

For a total of _____ working days.

This delay has been caused by:

- | | |
|-----------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Weather | <input type="checkbox"/> Lack of requested information |
| <input type="checkbox"/> Extra work | <input type="checkbox"/> Incomplete drawings & specifications |
| <input type="checkbox"/> Governmental actions | <input type="checkbox"/> Other: |

Note:
