|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Memorandum of Delay** | | | | | | |
|  | | | | | | |
|  | |  | | Date: | |  |
|  | | Construction Company | | To: | |  |
|  | | Address | | Address: | |  |
|  | | City, State, ZIP | | City, State, ZIP: | |  |
|  | | Phone Number | | Project number: | |  |
|  | |  | | Project name: | |  |
|  | | | | | | |
| A delay has occurred due to circumstances beyond our control on the following dates: | | | | | | |
|  | | | | | | |
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|  | | | | | | |
| For a total of \_\_\_\_\_\_\_\_\_\_\_\_\_ working days. | | | | | | |
|  | | | | | | |
| This delay has been caused by: | | | | | | |
|  | | | | | | |
|  | Weather | |  |  | Lack of requested information | |
|  |  | |  |  |  | |
|  | Extra work | |  |  | Incomplete drawings & specifications | |
|  |  | |  |  |  | |
|  | Governmental actions | |  |  | Other: | |
|  |  | |  |  |  | |
| Note: | | | | | | |
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