[Your company name and logo]

Notice of Delay

JCT contracts: notice that progress is being or is likely to be delayed

To (Employer's Agent / Architect / Contract Administrator)	
From (Contractor)	
Project	
Contract and edition	
Notice ref	
Date of notice	

Dear [name],

Notice of delay under clause [insert clause, for example 2.24 of the Design and Build Contract or 2.27 of the Standard Building Contract]

We give notice that it has become reasonably apparent that the progress of the Works is being or is likely to be delayed.

1. Material circumstances

[Describe what has happened, when it started and how it affects the Works.]

2. Cause of delay

[Identify the cause. Where you consider it is a Relevant Event, name the Relevant Event and the clause that lists it.]

3. Expected effects

[Set out the activities affected and the expected effect on the Completion Date or any Section Completion Date.]

4. Estimate of delay

[Give your estimate of the expected delay in completion, or state when you will provide it.]

5. Supporting information

Ref	Document	Date

We will provide further information and update this notice as the position develops.

Yours sincerely,

[Your company name and logo]

[Name]
[Position]
[Company]

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.