

Due to the unprecedented events that have impacted construction on a global level, we would like to take this opportunity to follow our contractual mandates and memorialize delays that have impacted this project.

As a direct result of Covid-19 (PROJECT NAME) was shut down for field work on (DATE). We are no longer scheduling crews to perform our contractual obligations.

It is unclear to what magnitude this scheduling and/or cost delay will impact our targeted completion of this contract. However, we do anticipate impacts on materials, labor, management, overhead as well as other cost overruns. We will be able to calculate these costs as more variables are understood moving forward.

We remain committed to completing this work, and as soon as we have more information we can update your office accordingly.

Thank you.