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| **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: |
|   |
|  |
|  |
|  |
|  |
|  |
| 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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