

Legal Notice Draft

Subject: Notice for Delay in Project Completion

Date: [Insert Date]

To,

[Name of Recipient/Contractor/Company]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

From,

[Your Name/Your Company Name]

[Your Address Line 1]

[Your Address Line 2]

[City, State, Zip Code]

Subject: Legal Notice Regarding Delay in Completion of Project [Project Name/Reference No.]

Dear Sir/Madam,

This is to formally notify you that as per the agreement dated [Agreement Date] for the project â€œ[Project Name]â€, it was agreed that the project would be completed by [Original Completion Date]. However, as of today, the project remains incomplete despite several follow-ups and reminders.

The continued delay has resulted in considerable inconvenience and financial losses to us and is in breach of the terms and conditions set forth in our agreement. We urge you to provide a clear explanation for the delay in project completion and to expedite the work at the earliest.

You are hereby granted [Number of Days, e.g., 15 days] from the receipt of this notice to complete the project. If you fail to do so, we will be compelled to initiate legal proceedings against you for breach of contract and for compensation of the losses incurred due to the delay.

Please treat this as a final notice and take immediate action to fulfill your contractual obligations.

Yours sincerely,

[Your Full Name]

[Your Position, if applicable]

[Your Company Name, if applicable]