14 October 2019

[Superintendent’s address]

[Principal’s address]

# [Project name]

# Notice of Delay No.[Insert]

# [Insert brief description of delay]

We give you notice of a probable delay to WUC.

## Cause of delay

The delay relates to [insert a description of the cause of delay].

## Estimated delay

We estimate a delay to WUC and the date of practical completion as follows:

|  |  |
| --- | --- |
| **Estimated delay** | |
| **Working days** | **Calendar days** |
| [insert] | [insert] |

OR

|  |  |  |
| --- | --- | --- |
| **Estimated delay** | | |
| **Separable portion** | **Working days** | **Calendar days** |
| [insert] | [insert] | [insert] |
|  |  |  |
|  |  |  |

Please note that the estimate in calendar days is based on the current construction program (including the existing working hours and days of work).

Yours faithfully